
Do these three steps before you start!

- Make a copy of this template. (File / Make a copy)
- Rename the document with Your Name
- Share the document with ctp.class@gmail.com

Project Instructions (do these in order)

1. Research your job with real job listings. Find 10-20+ listings on [Indeed.com](https://www.indeed.com) and paste the URL into the list at the bottom of this document
2. Fill out the Top 5 Needed Technology Skills and Top 5 Essential Functions of the Job. Based on the job descriptions you find
3. Fill out the Action Plan based on what you need to do to achieve your goal (especially training). Does SkillSoft have classes that might help? List them too.

Resources to help you with this project

- Job search sites: [Indeed](https://www.indeed.com) & [Glassdoor](https://www.glassdoor.com)
- Nonprofit job search sites: [Work for Good](https://www.workforgood.org) & [Idealist](https://www.idealist.org)

Your Name - Office Clerk

Job Profile

- **Occupational Handbook Link:** [Office Clerk](#)
- **O*Net Online Link:** [Office Clerk](#)
- **O*Net Online Summary:** Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.
- **O*Net Online Reported Job Titles:** Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, Clerk, General Clerk, Office Assistant, Office Clerk, Office Services Specialist, Office Support Assistant
- **Type of employment:** W2 non-exempt

Job Listing URLs (10-20 or more)

1.

Top 5 Needed Technology Skills

1.

Top 5 Essential Functions of the Job

1.

Action Plan

(What do you need to do to be qualified? Training? Internship experience? Does SkillSoft have a class you can take?)

1.