
3 Best Practices for Browsing Job Descriptions

Summary: Whenever you are looking at job descriptions, there are three best practices you should keep in mind.



You are browsing job postings, trying to find one that fits your qualifications and interests. Things like the location of the job and salary have most of your attention, but there are other parts that need to be paid attention to. The job description holds the clue to what a typical day will look like in the position, so if you apply and receive the job, you won't be shocked by what you have to do each day. Here are three best practices to follow when reading job descriptions.

1. Job descriptions are often like wish lists where not everything is required. Don't count yourself out if you don't meet the requirements 100 percent. A job description is what the hiring manager would like to see in an "ideal candidate" but other skills and experience not listed can end up being more desired. **See [How to Make a Positive First Impression](#).**
2. What you want to do instead of what you can do needs to be considered. You may have built up a lot of experience in previous jobs, but that doesn't mean you want to continue working in the same field. Look for jobs you want to do and advertise your skills as transferable.
3. Reading job descriptions even when you aren't planning to apply for them is a great way to learn about other jobs. You may not even be actively looking for a job, but it will give you an idea of what to expect when you do decide to look for a new job. You may see the trend of a specific skill or education that jobs are looking for. Seeing it now will allow you to work towards achieving that skill or education before you start applying.

□

-
- See [Seven Ways to Be the Best Possible Job Candidate](#) for more information.

Photo: [sportss-life.com](#)