

Identifying Work Tasks, Work Activities, Skills and Responsibilities

One or more of these steps may assist you in creating a job description. Click [[here](#)] for a job description template.

- Review your organizations existing job descriptions- they may include tasks, work activities, skills and responsibilities.
- Use a Chat GPT Prompt – Example: Can you please help me write a professional and engaging job description for a [specific type of internship, e.g., Marketing Intern, HR Intern, Engineering Intern]. The description should include: a short and appealing company overview, a clear summary of the internship role, key responsibilities, skills/qualifications (including both technical and soft skills), expected learning outcomes for the intern, duration and location of the internship (remote, hybrid, or on-site), and any compensation/benefits details. Please also make the tone welcoming and focused on growth and development, so students feel excited to apply. Format it with clear headings and bullet points where appropriate.
- Consider using [ONET Online](#) – search for your occupation and use this information to create a list of internship tasks, work activities and skills to be developed.

- **Examples**

- [Carpenter Helper](#)
- [Helpers, Pipelayers, Plumbers, Pipefitters, Steamfitters](#)
- [Computer User Support](#)
- [Office Clerks](#)
- [Medical Secretaries and Assistants](#)
- [Dental Assistants](#)
- NOTE: If you page down while using ONET Online you may find a link to [ApprenticeshipUSA](#) for the same occupation. Clicking this link will provide additional information that maybe helpful while creating the job description.