

Career Goal and Personal Skills Worksheet

Example Career Goal:

To achieve the position of civil engineer within five years after graduation which will allow larger payments on two on my student loans. In this position, my desire is to design, plan, and supervise the construction of buildings highways, and rapid transit systems.

A Career Plan is the detail behind how you are going to accomplish this career goal.

In your Career Plan you might want to include the following information:

- Define the requirements to become a civil engineer.
- List your current skills and interests?
- Outline a plan to reach your career goal: Bachelor's Degree, Job Experience, and Networking. You could detail out each point of your "plan" so you have defined specifics with dates, time needed to complete the task, and how you plan to accomplish that task.
- Your career plan is the beginning stage for your resume. It provides focus and clarity to key areas of your resume.
- Identify and create a financial plan based on the increased salary and adjusting the budget to make larger student loan payments that will accelerate the process of paying off your student loans.

II. Identifying Skills and Interests:

Skills are defined as something you do well and a talent or a competency that you have developed. We all have some abilities that match our areas of interest and these develop into your skills. By determining your skills you can better define how you would help an organization.

Complete the following questions:

What things do you do well?	What do you like to do?	Equals Your Skills
<i>Good technical and creative writer</i>	<i>Read books of all kinds, both fiction and non-fiction. The reading helps me get ideas for school papers or other writing I need to do for our school newspaper.</i>	<i>Write, organize information, publish, edit, and research.</i>
<i>Now you practice!</i>		