



Plot your career

Assess your career goals to create a self-profile. Include your skills, strengths, interests and goals.

Use this worksheet to create a profile that will help match you with the jobs that best jib with your personal career aspirations.

List your goals in order of importance

List all of the relevant skills that you gained from previous employment or under volunteer experiences.

List any formal job training you received that may be relevant to a future job.

List educational degrees or professional certificates.

Describe personal interests that could potentially be turned into employment opportunities.

What salary range do you expect to earn?

What employee benefits are most important to you?

Describe your ideal working environment and working environments you are not interested in.

List the most common reasons why you decided to leave past jobs.

List the most important things beyond salary and benefits that you seek in a job. For example, are you more interested in periodic salary reviews, promotions, recognition?

Are you willing to relocate to pursue your career goals?

How far are you willing to commute for a job and how much money are you willing to allocate annually to cover expenses?
