

# Creating a Career Plan

## Overview

In this activity you will create a detailed outline of your background, career-based goals, competencies and areas you would like to develop in effort to plan out your career path. Taking the time to organize this information will help you build a solid foundation and will serve as a checkpoint for measuring your successes.

## Instructions

***Follow the steps below and then submit your work to your instructor as directed. This activity will become part of your Career Readiness Capstone Experience where you will build and refine your portfolio – a collection of materials you can use for job interviews or work projects.***

1. In a separate document, create a high-level career plan for yourself. You can follow the example below or modify it to suit your needs.
2. Include a description of what you intend to do to regularly check in on your goals.

## Your Career Plan

### Your Background

Words to Describe You	Education/Certifications	Employment History

  

Personal Values	Interests	Strengths

## Your Career-Based Goals

Short-term Goals (6 weeks to 3 months)	Mid-term Goals (3 months to 6 months)	Long-term Goals (Greater than 6 months)

## Your Competencies

Knowledge	Skills	Experience

## Areas You Need to Develop

Knowledge	Skills	Experience

## Action Plan