



# 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 — a collection of materials you can use in your portfolio for school presentations, job interviews or work projects.

- 1. In a separate document, create a high-level career plan for yourself. You can follow the example below, and feel free to use software of your choice to build your table and to modify elements of the career plan 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
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# **Your Career-Based Goals**

Short-term Goals	Mid-term Goals	Long-term Goals	
(6 weeks to 3 months)	(3 months to 6 months)	(Greater than 6 months)	
Your Competencies			
Knowledge	Skills	Experience	
Areas Your Need To Develop			
Knowledge	Skills	Experience	
Action Plan			