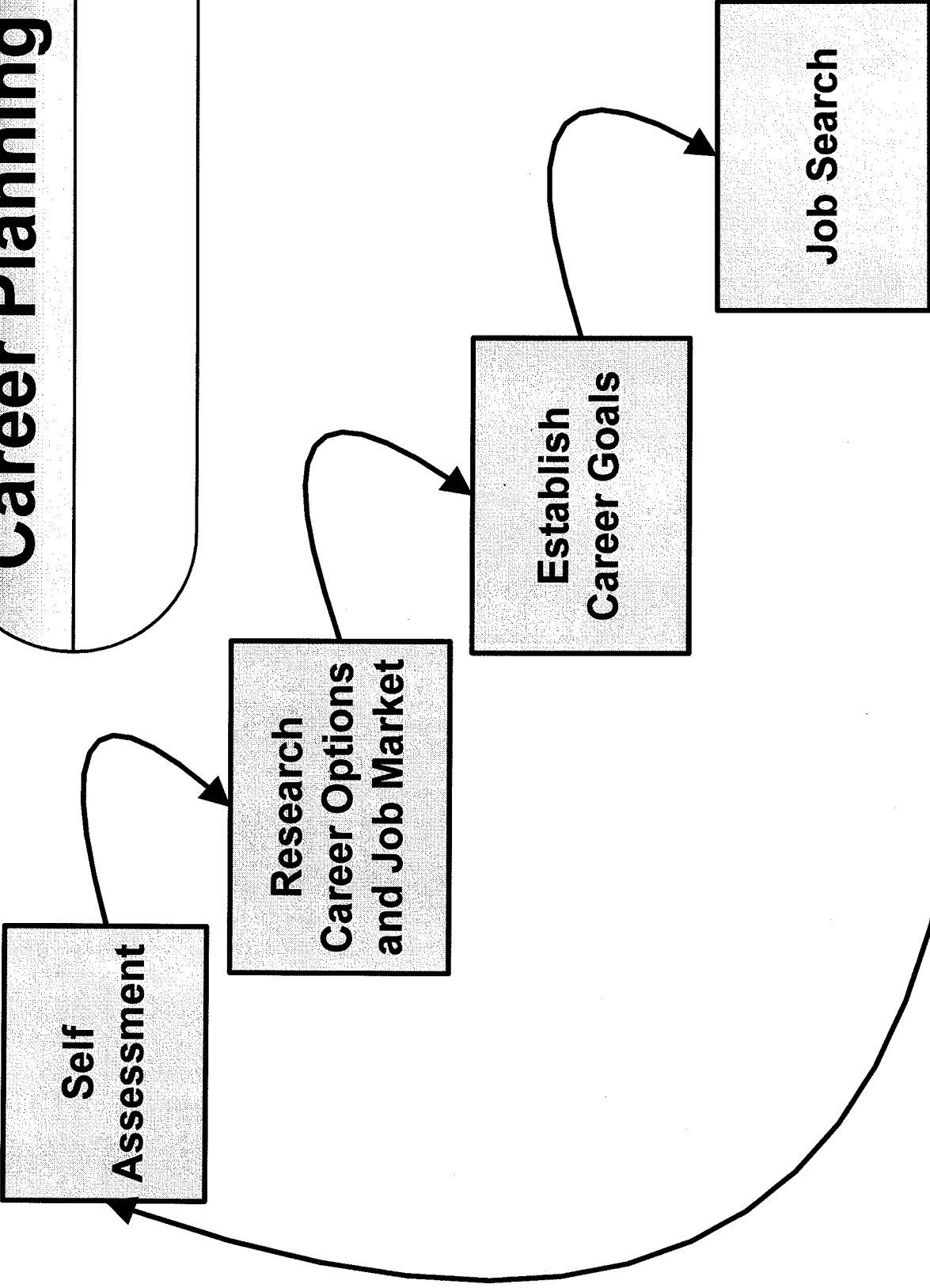


Career Planning Path



Optimize your Future through Self Assessment

- What is the best next step now?
- Consider what "world of work" you would prefer to work in.
- Review your values. What are your interests? Explore your passions.
- What skills do you have, including all transferable skills?
- Review your accomplishments.
- What are your work preferences and do they align with your personality, values and beliefs?
- What formal education and training do you have?
- What informal training do you have (i.e. volunteer experience, internships, etc.)?
- What skills do you need/wish to develop?
- Remember to explore your passions, identify new directions, and take action to create a career that leaves you energized and excited.

Research your Career Options and Potential Job Markets

- What types of "work worlds" appeal to you and are a good "fit" for you?
- Research potential career options. Gather information about these and the current job market.
- Follow the "3P's" approach: gather PRINT resources (i.e. Internet search); talk to PEOPLE, arrange for information interviews with professionals in the field you are interested in; PARTICIPATE, get close through internships or volunteer activities.
- Stay on top of the news. Keep yourself abreast of the latest business news in your professional community or the city where you want to work.
- Read local business journals to find out who's on top in your chosen field.
- Review the business section of your local newspaper, as well as any field-specific publications.
- Contact professional organizations in your field. Review their websites and publications.
- These resources will give you a sense of which employers are "hot" as well as offer contact information.
- Keep connected with your areas of interest to see who is looking for people with your skills and abilities.

Establish Career Goals

- At this point you need to clarify what type of position you would be interested in.
- Define it, decide and set clear and reasonable objectives and milestones.
- Test the reality by checking current market conditions in this area.

Job Search

- Create an action plan. What steps do you need to take; what do you need to do to be ready.
- Make contacts. Let people know you are looking for work and the type of work you are interested in with tact and discretion.
- Write your resume until it's right. Think, write, think some more, rewrite, proofread, get feedback and rewrite again.
- Develop draft cover letters with template paragraphs highlighting different skill emphasis.
- Prepare for the interview. Practice interviewing.
- Remember to connect your skills and experience with the position you are interviewing for.
- Say thank you to everyone who gives you their time.