

# Career/Job Search Worksheet

<p><b>Work Experience &amp; Career Related Experience</b></p>	<p><u>Work Experience</u></p> <ul style="list-style-type: none"> <li>• Full time, Seasonal</li> <li>• Part time, summer, etc.</li> </ul> <p><u>Career Experience</u></p> <ul style="list-style-type: none"> <li>• Internships, volunteer expo</li> <li>• Projects, papers, presentations</li> <li>• Relevant course work</li> </ul> <p>Education</p> <p>Honors</p> <p>Memberships, Clubs, Activities</p> <p>Certifications</p>						
<p><b>Assessment</b></p>	<p>Skills-level of competence &amp; expertise</p> <p>Knowledge-familiarity w/subject matter</p> <p>Abilities-knowledge &amp; skills applied</p> <p>Qualities &amp; Characteristics</p> <p>Values</p> <p>Interests</p>						
<p><b>Themes</b></p>	<p>What did I do best?</p> <p>What did I enjoy most?</p> <p>Identify 3-5 areas of interest:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol> <p>Write a sentence about each, highlighting why they are important to you.</p>						
<p><b>Research Careers/Jobs</b></p>	<table border="0"> <tr> <td>Skyhawks Job Source - Career Explorer &amp; Career Finder</td> <td>Professional Associations</td> </tr> <tr> <td>Candid Career Videos - Career Service Website</td> <td>Occupational Outlook Information - Bureau of Labor Statistics</td> </tr> <tr> <td>LinkedIn, Facebook, Twitter</td> <td>Popular Search Sites – Idealist, Indeed, Simply Hired, Local Newspapers, Connecting Colorado</td> </tr> </table>	Skyhawks Job Source - Career Explorer & Career Finder	Professional Associations	Candid Career Videos - Career Service Website	Occupational Outlook Information - Bureau of Labor Statistics	LinkedIn, Facebook, Twitter	Popular Search Sites – Idealist, Indeed, Simply Hired, Local Newspapers, Connecting Colorado
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<b>20 Future Employer Attributes</b>	Size of organization Promotional ability Local or national organization Mission-practices & products Type (Government, Non-profit, Corporation, Education, etc.) High income Geographic location Limited job stress Limited overtime Travel	Interesting work Good benefits -health insurance, retirement plan, etc. Job security Opportunity to learn new skills Regular work hours-no nights/weekends Flexibility in work hours Being able to work independently Prestigious company Annual vacations of a week or more Work culture
<b>Job Search OR Graduate School Plan</b>	Set a schedule. Determine % spent on searching/researching, applying, networking. Develop organizational system to keep Information organized. (Jobs/Schools applied to, contacts, organizations researched, deadlines, references, etc.) Minimize distractions. (Turn off phone, social media, TV, etc.) Prepare resume & cover letter and/or personal statement. Contact/establish references.	
<b>Networking</b>	Social Media (LinkedIn, Facebook, etc.) Clubs Associations Volunteer Groups Faculty Friends Advisors Family Professionals	
<b>Dream Job</b>	Title Years of experience Certifications, license, degree required Knowledge, Skills, Abilities Salary Supervisory level Location	