# Career Planning Worksheet

A well-thought-out career plan will prove to be a useful tool. Now that you've made the decision to explore a possible career transition, it's important to begin thinking about how you're going to reach your career destination.

1. **Employment History:** List your jobs from most to least recent

   Name/Location of Employer 1:
   Title:
   Dates Employed:

   Name/Location of Employer 2:
   Title:
   Dates Employed:

   Name/Location of Employer 3:
   Title:
   Dates Employed:

2. **Education/Training:** Beginning with high school, list the schools you have attended, their locations, when you attended, credits, certificates and degrees earned

   The highest grade level I've completed is:

   Name/Location of School 1:
   Dates Attended:
   Credits/Certificates/Degrees:

   Name/Location of School 2:
   Dates Attended:
   Credits/Certificates/Degrees:

   Name/Location of School 3:
   Dates Attended:
   Credits/Certificates/Degrees:

   Name/Location of School 14
   Dates Attended:
   Credits/Certificates/Degrees:

   Additional Training: (indicate name of institution, dates, degrees or certificates)