

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 4:

Dates Attended:

Credits/Certificates/Degrees:

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