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| **Questions** | **Your Response** |
| **Who are you?** Think of this in terms of your career.  Examples:   * I am an office support specialist. * I am a criminal justice student studying homeland security. * I am a military veteran. * I am medical professional. |  |
| **What are you looking for?** What is your desired career field? What are your career interests and goals? What do you want to do?  Examples:   * I am interested in using my drive and leadership to open my own business in \_\_\_. * I want to pursue a career in marketing using my creativity and attention to detail. * I want to continue working in the health care industry. I enjoy helping others and working in a social environment. |  |
| **What skills or experience are required for your desired career?** (Provide a minimum of 3)  Research your desired career to identify what skills and experience are required.   * Explore job outlook sites, such as O\*Net. * Search for job postings related to your career, and look at the responsibilities and requirements. |  |
| **What skills or experience do you have?** (Provide a minimum of 3)   * Create a list of skills that you have (hard skills and soft skills). * Consider how each relates to the position or field you are seeking. |  |
| **What skills or experience do you need?** (Provide a minimum of 3)   * Create a list of skills that you need to obtain or improve. * Consider what you can do now to work toward obtaining any gaps in your skills or experience. |  |
| **Provide at least 1 goal that you have set for how you will obtain the skills or experience that you still need.**  Your goals should be SMART:   * Specific * Measurable * Attainable * Relevant * Time-Bound |  |