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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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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
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