

# CAREER MANAGEMENT WORKSHEET

Use this Career Management Worksheet to gather together information for your resume and keep up with achievements, accomplishments, classes, seminars, awards, honors, etc. Include any and everything you can think of, regardless of whether it relates to your job target. Brainstorm, research, explore, investigate, examine, reflect, and ponder. You will use information from this complete list to better target careers, employers and jobs.

## PERSONAL INFORMATION

Name \_\_\_\_\_

Cell or Home Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

Linked In Address \_\_\_\_\_

## EDUCATION

College \_\_\_\_\_

Degree \_\_\_\_\_

Years Attended \_\_\_\_\_ Year Graduated \_\_\_\_\_ GPA \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Thesis/Dissertation \_\_\_\_\_

Projects \_\_\_\_\_

Honors / Awards \_\_\_\_\_

Scholarships \_\_\_\_\_

Sports \_\_\_\_\_

Memberships and Leadership \_\_\_\_\_

Special Areas of Study \_\_\_\_\_

Study Abroad Program \_\_\_\_\_

# CAREER MANAGEMENT WORKSHEET

## VOCATIONAL AND/OR TECHNICAL TRAINING

Name Of Course \_\_\_\_\_

Company or School \_\_\_\_\_

Certification or Diploma \_\_\_\_\_

Date Completed \_\_\_\_\_

Name Of Course \_\_\_\_\_

Company or School \_\_\_\_\_

Certification or Diploma \_\_\_\_\_

Date Completed \_\_\_\_\_

## PROFESSIONAL DEVELOPMENT

Name Of Course \_\_\_\_\_

Company or School \_\_\_\_\_

Certification or Diploma \_\_\_\_\_

Date Completed \_\_\_\_\_

Name Of Course \_\_\_\_\_

Company or School \_\_\_\_\_

Certification or Diploma \_\_\_\_\_

Date Completed \_\_\_\_\_

# CAREER MANAGEMENT WORKSHEET

## PROFESSIONAL EXPERIENCE:

Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

City and State: \_\_\_\_\_

Start / End Date: \_\_\_\_\_ Number of People Supervised: \_\_\_\_\_

Summary Sentence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Achievements/Accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PAR Statements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Verbs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Keywords: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CAREER MANAGEMENT WORKSHEET

## PROFESSIONAL EXPERIENCE

Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

City and State: \_\_\_\_\_

Start / End Date: \_\_\_\_\_ Number of People Supervised: \_\_\_\_\_

Summary Sentence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Achievements/Accomplishments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PAR Statements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Verbs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Keywords: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CAREER MANAGEMENT WORKSHEET

## PROFESSIONAL EXPERIENCE

Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

City and State: \_\_\_\_\_

Start / End Date: \_\_\_\_\_ Number of People Supervised: \_\_\_\_\_

Summary Sentence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Achievements/Accomplishments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PAR Statements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Verbs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Keywords: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CAREER MANAGEMENT WORKSHEET

## PROFESSIONAL EXPERIENCE

Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

City and State: \_\_\_\_\_

Start / End Date: \_\_\_\_\_ Number of People Supervised: \_\_\_\_\_

Summary Sentence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Achievements/Accomplishments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PAR Statements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Verbs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Keywords: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CAREER MANAGEMENT WORKSHEET

## PROFESSIONAL EXPERIENCE

Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

City and State: \_\_\_\_\_

Start / End Date: \_\_\_\_\_ Number of People Supervised: \_\_\_\_\_

Summary Sentence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Achievements/Accomplishments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PAR Statements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Verbs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Keywords: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CAREER MANAGEMENT WORKSHEET

## OTHER PERTINENT INFORMATION

Affiliations \_\_\_\_\_

Professional Associations \_\_\_\_\_

Chambers Of Commerce \_\_\_\_\_

Toastmasters, Etc.) \_\_\_\_\_

Languages \_\_\_\_\_

Licenses \_\_\_\_\_

Certifications \_\_\_\_\_

Credentials \_\_\_\_\_

Presentations \_\_\_\_\_

Speeches \_\_\_\_\_

Exhibits \_\_\_\_\_

Publications \_\_\_\_\_

Grants \_\_\_\_\_

## RELATED QUALIFICATIONS

Special Projects \_\_\_\_\_

\_\_\_\_\_

Research \_\_\_\_\_

\_\_\_\_\_

Volunteerism \_\_\_\_\_

\_\_\_\_\_

Honors and Awards \_\_\_\_\_

\_\_\_\_\_

Distinctions, Professional Recognition \_\_\_\_\_

\_\_\_\_\_



# CAREER MANAGEMENT WORKSHEET

## TECHNICAL SKILLS

Computer Applications (Example: Adobe or Microsoft) \_\_\_\_\_

---

---

---

Operating Systems (Windows, Macintosh, Etc.) \_\_\_\_\_

---

---

---

Databases (Access, Oracle, Etc.) \_\_\_\_\_

---

---

---

Programming Languages (JAVA, C++, ActionScript, etc.) \_\_\_\_\_

---

---

---

Networking \_\_\_\_\_

---

---

---

Telecommunications \_\_\_\_\_

---

---

---

Hardware \_\_\_\_\_

Specialty Equipment (Oil field, welding, secretarial skills, heavy machinery): \_\_\_\_\_

---

---

---

Other: \_\_\_\_\_

---

---

---

# CAREER MANAGEMENT WORKSHEET

## ACCOMPLISHMENTS AND ACHIEVEMENTS

Did I improve efficiency – how? \_\_\_\_\_

\_\_\_\_\_

How did I perform the job better than expected? \_\_\_\_\_

\_\_\_\_\_

Did I implement anything new that benefited the organization? \_\_\_\_\_

\_\_\_\_\_

Did I receive any awards or special recognition as a result of past performance? \_\_\_\_\_

\_\_\_\_\_

Have you been recognized by winning special awards, commendations or honors during your career? \_\_\_\_\_

\_\_\_\_\_

If you have recently graduated, did you receive any scholarships or academic awards? \_\_\_\_\_

\_\_\_\_\_

What makes **you** specifically qualified for **this** particular position? \_\_\_\_\_

\_\_\_\_\_

Have you been recognized by winning special awards, commendations or honors during your career? \_\_\_\_\_

\_\_\_\_\_

Look over your past evaluations – in what areas did you score highest? What personal attributes and skills did the employer think were your strongest? \_\_\_\_\_

\_\_\_\_\_

How have you assisted in increasing the company's bottom line? \_\_\_\_\_

\_\_\_\_\_

How have you saved the company time therefore saving them money? \_\_\_\_\_

\_\_\_\_\_

How have you increased productivity? \_\_\_\_\_

\_\_\_\_\_

# CAREER MANAGEMENT WORKSHEET

Have you increased revenue or decreased costs? \_\_\_\_\_

---

Write down any quantifiable results such as dollar amounts or percentages for the answers above: \_\_\_\_\_

---

What do you do better than others in your industry? How do you do it better? \_\_\_\_\_

---

What suggestions have you made that were implemented? \_\_\_\_\_

---

What do co-workers say about you? \_\_\_\_\_

---

What do employers think about you? \_\_\_\_\_

---

What have you done to heighten your knowledge in the last year? \_\_\_\_\_

---

What are your greatest strengths and assets? \_\_\_\_\_

---

What are your most outstanding skills, accomplishments and achievements? \_\_\_\_\_

---

How many years of experience do you have in your career or industry? \_\_\_\_\_

---

What skills and knowledge do you possess that make you stand out from the crowd? \_\_\_\_\_

---