

# 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? \_\_\_\_\_

\_\_\_\_\_

# CAREER MANAGEMENT WORKSHEET

## MAIN QUALIFICATIONS SUMMARY

---

---

---

---

---

---

---

---

---

---

## TARGETED QUALIFICATIONS SUMMARY

---

---

---

---

---

---

---

---

---

---

## TARGETED QUALIFICATIONS SUMMARY

---

---

---

---

---

---

---

---

---

---

# CAREER MANAGEMENT WORKSHEET

## ACTION VERBS

Sample Action Verbs	Include your own targeted verbs here:	Include your own targeted verbs here:
<p> <b>acted adapted addressed                      administered advised                      analyzed approved arbitrated                      arranged assembled assessed                      assigned assisted attained                      authored built calculated                      catalogued chaired clarified                      classified coached collected                      communicated compiled                      computed conceptualized                      consolidated contracted                      controlled coordinated                      corresponded counseled                      created delegated                      demonstrated designed                      developed devised diagnosed                      directed dispatched dispensed                      drafted edited educated                      enabled encouraged                      engineered established                      evaluated executed expedited                      explained fabricated                      facilitated familiarized                      fashioned formulated founded                      generated goals governed                      guided illustrated                      implemented improved                      increased influenced informed                      initiated inspected instituted                      instructed integrated                      interpreted introduced                      invented investigated lectured                      maintained managed                      mediated moderated                      monitored motivated                      negotiated operated ordered                      organized originated                      overhauled oversaw                      performed persuaded planned                      prepared prioritized                      processed produced                      programmed promoted                      publicized purchased ran                      recommended reconciled                      recorded recruited referred                      rehabilitated remodeled repair                      represented retrieved                      reviewed revitalized                      scheduled screened set                      shaped solved specified spoke                      stimulated strengthened                      supervised systematized                      tabulated taught trained                      translated upgraded validated                      wrote</b> </p>		

# CAREER MANAGEMENT WORKSHEET

CAREER TARGETED KEYWORDS

---

---

---

---

---

---

JOB SPECIFIC TARGETED KEYWORDS

---

---

---

---

---

---

JOB SPECIFIC TARGETED KEYWORDS

---

---

---

---

---

---

JOB SPECIFIC TARGETED KEYWORDS

---

---

---

---

---

---

# CAREER MANAGEMENT WORKSHEET

## REFERENCES

Unless the hiring manager specifically asks for references, don't send them with your résumé. Type a list of three to five references on the same letterhead as your résumé and cover letter to take with you to the interview. Use this form to collect the information for your reference list. Don't forget to call each and ask if you may use them as a reference first. This way they will be prepared. Choose about two - three Personal References and three Professional References.

### Reference #1:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

Email \_\_\_\_\_

Relationship \_\_\_\_\_

### Reference #2:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

Email \_\_\_\_\_

Relationship \_\_\_\_\_

### Reference #3:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

Email \_\_\_\_\_

Relationship \_\_\_\_\_

# CAREER MANAGEMENT WORKSHEET

## REFERENCES CONTINUED

### Reference #4:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

Email \_\_\_\_\_

Relationship \_\_\_\_\_

### Reference #5:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

Email \_\_\_\_\_

Relationship \_\_\_\_\_

### Reference #6:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

Email \_\_\_\_\_

Relationship \_\_\_\_\_