



My ideal job:	
What do I need to do to get this job?	
1. SKILLS I NEED	
Skills I have	Skills I need to learn
2. TRAINING I NEED	
Training(s) I have done	Training(s) I need to get

3. EXPERIENCE I NEED	
Already have	Need to get
4. WHERE CAN I WORK	,
Company name	What do they do
5. SALARY	
Starting salary	
Starting Salary	
Average salary	
,	
6. NOTES	

Career Action Plan

Career Goals		
Short-term (6 mos. 0- 1 yr)		
Medium-term (1 yr – 2 yrs)		

Long-term (3+ yrs)

Specific Action Goal	Deadline to	Results	Date
	Complete		Completed