

# Career Plan Template



Name:

Date:

## Personal Info

Personal Characteristics		
Personality Traits/Characteristics	Personal Values	Personal Abilities

## Academic history

- List current and past subjects/courses studied.

Subjects	
Current Subjects	Subjects studied last year

## Useful work experiences

- Describe work experiences or volunteer opportunities including skills/duties undertaken

Work experiences
Part time or casual jobs
Volunteer work

## Career Field and Specific Jobs

Write a general description of the career field (Healthcare, for example) you plan to pursue and **why** this career field appeals to you. Explain how your interests, work values, skills, and aptitudes align with this career field. You can list more than one career field.

### Qualifications needed

Explain the qualifications needed in this career field.

- Describe the certificates/degrees, education or training process.
- List specific programs of study and courses leading to the qualification.
- List specific places where you might get the training and why you would choose that.

Qualifications needed
Specific programs or study and courses
Specific places

### Plan of action

- List of courses to take to help you prepare for your career of interest
- Projects, volunteer opportunities, community or school activities, or work experiences to explore
- Entrance applications to complete, tests or interviews needed

Courses
Key Dates (Open days/ application due dates/ entrance test)
Extra Requirements (interview/portfolio etc.)