

My Career Planning

Name : Phone Number:
 Date : Email :
 Address:

Career Goals

Short-term Goals (1-2 years)	
Medium-term Goals (3-5 years)	
Long-term Goals (5+ years)	

Skills and Qualifications

Technical Skills	Soft Skills	Languages	Certifications

Job Search Strategy

Preferred Job Titles	
Preferred Industries	
Geographic Preferences	
Target Companies	
Networking Strategies	
Job Boards and Websites	

Resume and Cover Letter

Resume Completed	Cover Letter Template Completed	References Prepared
Yes/No	Yes/No	Yes/No