



Career Planning Worksheet – Four Pillars

What am I good at? (my aptitudes)	What am I passionate about? <i>Want to read an excellent article? Click: Two Ways to Clarify Your Professional Passions</i>	What do I value?	What are the opportunities out there?

Next Steps:

- Make a list of jobs/employers that you want to know more about or where you'd like to work.
- Whom do you know who does the kind of work you are interested in? Set up informational interviews.
- Look beyond the obvious: what transferrable skills have you developed? What courses or projects are relevant to your areas of career interest? Include these on your resume.
- Create your draft resume and cover letter. For each job you apply for, tailor the resume and cover letter to address the job description and organization.