Career Development Plan

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is important to understand how to self-advocate for opportunities in the workplace. With resumes and interviews, you will be asked to express how/where you gained specific skills. This worksheet will help you distinguish your individual skill sets and begin to articulate where you developed them.

For every skill below that you possess, enter the experience (work, class, clubs/organizations, etc.) where you gained that skill. Then, develop a bullet point that describes how the skill was obtained. For assistance in developing a bullet point, please review page 3 of the [Resume Writing Guide](https://www.indstate.edu/sites/default/files/media/documents/pdf/resume-writing-guide-handout-2018.pdf).

For a skill below that you do not possess, leave that box blank.

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| **Example** |
| *Communication (oral or written)* | *Gave speech in History class* | * *Presented a 10 minute speech on Joan of Arc to a class of 30 high school seniors earning an A grade*
 |
| *Teamwork* | *Played football for 3 years* | * *Participated on a football team of 63 players using compromise and respect to accomplish goals*
 |
| **Skill** | **Experience** | **Bullet Point** |
| Communication (oral and/or written) |  |  |
| Problem Solving |  |  |
| Analytical  |  |  |
| Teamwork |  |  |
| Creativity |  |  |
| Leadership |  |  |
| Flexibility |  |  |
| Organization |  |  |
| Multi-tasking |  |  |
| Public Speaking |  |  |
| Attention to Detail |  |  |
| Initiative/Self-Starting |  |  |