**Career Planning Tool**

**Planning for a Target Position:** Use this sheet to identify your top three Key Skill Areas. Within each key skill area, indicate your skills, knowledge, and abilities along with the work samples you have to prove it, the skill type, source and the location of any electronic files. Use the following abbreviations when filling in skill types and source:

**Skill Types: T= Technical, SS= Soft Skill, TR = Transferable Skill, T&T = Tools and Technology, Sp = Specialized Skill, C= Certification**

**Source: J= Job, E= Education, CS= Community Service, A= Activities, Mb= Professional memberships, M= Military, O= Other**

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|  **Target Position: Field:** |
| **Key Skill Area #1** | **Skills, Knowledge &** **Abilities**  | **Work Sample** | **Skill Type**  | **Source** | **Date** | **Source File Names/Location** |
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| **Key Skill Area #2** |  |  |  |  |  |  |
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| **Key Skill Area #3** |  |  |  |  |  |  |
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**Skills from Current Job:** Use this sheet to identify your top three Key Skill Areas from your current job. Within each key skill area, indicate your skills, knowledge, and abilities along with the work samples you have to prove it, the skill type, source, and the location of any electronic files. Use the following abbreviations when filling in skill types and source:

**Skill Types: T= Technical, SS= Soft Skill, TR = Transferable Skill, T&T = Tools and Technology, Sp = Specialized Skill, C= Certification**

**Source: J= Job, E= Education, CS= Community Service, A= Activities, Mb= Professional memberships, M= Military, O= Other**

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|  **Current Job: Field:** |
| **Key Skill Area #1** | **Skills, Knowledge &** **Abilities**  | **Work Sample** | **Skill Type**  | **Source** | **Date** | **Source File Names/Location** |
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| **Key Skill Area #3** |  |  |  |  |  |  |
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**Skills from Other Jobs:** Use this sheet to identify your top three Key Skill Areas from other jobs. Within each key skill area, indicate your skills, knowledge, and abilities along with the work samples you have to prove it, the skill type, source, and the location of any electronic files. Use the following abbreviations when filling in skill types and source:

**Skill Types: T= Technical, SS= Soft Skill, TR = Transferable Skill, T&T = Tools and Technology, Sp = Specialized Skill, C= Certification**

**Source: J= Job, E= Education, CS= Community Service, A= Activities, Mb= Professional memberships, M= Military, O= Other**

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|  **Other Jobs: Field:** |
| **Key Skill Area #1** | **Skills, Knowledge &** **Abilities**  | **Work Sample** | **Skill Type**  | **Source** | **Date** | **Source File Names/Location** |
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| **Key Skill Area #2** |  |  |  |  |  |  |
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| **Key Skill Area #3** |  |  |  |  |  |  |
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