**Career Planning Tool**

**Name:**

***(Identify the Skill/Knowledge Field/Ability on the top line of the cell & and the coordinating personal work sample on the second line of the cell)***

**Target Position:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Skill Area** | **Key Skill Area**  | **Key Skill Area**  | **Rare Talent** | **Community Service** |
|  Technical   |  Technical  |  Technical  |  Specialized Skill  |  Transferable  |
|  Technical  |  Technical  |  Technical  |  Specialized Skill  |  Transferable  |
|  Technical   |  Technical  |  Technical  |  Technical  |  Technical  |
|  Technical  |  Technical  |  Technical  |  Technical  |  Technical  |
|  Certification  |  Certification  |  Certification  |  Technical  |  Technical  |
|  Resource Management  |  Resource Management  |  ResourceManagement  |  ResourceManagement  |  Resource Management  |
|  System Skills  |  Systems Skills  |  System Skills  |  System Skills  |  Systems Skills  |
|  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |
|  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |
|  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |
|  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |

 **Most Recent Position:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Skill Area** | **Key Skill Area**  | **Key Skill Area**  | **Rare Talent** | **Community Service** |
|  Technical   |  Technical  |  Technical  |  Specialized Skill  |  Transferable  |
|  Technical  |  Technical  |  Technical  |  Specialized Skill  |  Transferable  |
|  Technical   |  Technical  |  Technical  |  Technical  |  Technical  |
|  Technical  |  Technical  |  Technical  |  Technical  |  Technical  |
|  Certification  |  Certification  |  Certification  |  Technical  |  Technical  |
|  Resource Management  |  Resource Management  |  ResourceManagement  |  ResourceManagement  |  Resource Management  |
|  System Skills  |  Systems Skills  |  System Skills  |  System Skills  |  Systems Skills  |
|  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |
|  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |
|  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |
|  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |

**Position #2:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Skill Area** | **Key Skill Area**  | **Key Skill Area**  | **Rare Talent** | **Community Service** |
|  Technical   |  Technical  |  Technical  |  Specialized Skill  |  Transferable  |
|  Technical  |  Technical  |  Technical  |  Specialized Skill  |  Transferable  |
|  Technical   |  Technical  |  Technical  |  Technical  |  Technical  |
|  Technical  |  Technical  |  Technical  |  Technical  |  Technical  |
|  Certification  |  Certification  |  Certification  |  Technical  |  Technical  |
|  Resource Management  |  Resource Management  |  ResourceManagement  |  ResourceManagement  |  Resource Management  |
|  System Skills  |  Systems Skills  |  System Skills  |  System Skills  |  Systems Skills  |
|  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |
|  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |
|  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |
|  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |

**Position #3:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Skill Area** | **Key Skill Area**  | **Key Skill Area**  | **Rare Talent** | **Community Service** |
|  Technical   |  Technical  |  Technical  |  Specialized Skill  |  Transferable  |
|  Technical  |  Technical  |  Technical  |  Specialized Skill  |  Transferable  |
|  Technical   |  Technical  |  Technical  |  Technical  |  Technical  |
|  Technical  |  Technical  |  Technical  |  Technical  |  Technical  |
|  Certification  |  Certification  |  Certification  |  Technical  |  Technical  |
|  Resource Management  |  Resource Management  |  ResourceManagement  |  ResourceManagement  |  Resource Management  |
|  System Skills  |  Systems Skills  |  System Skills  |  System Skills  |  Systems Skills  |
|  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |
|  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |  Soft Skills  |
|  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |
|  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |  Tools & tech  |