**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 | Resource  Management | Resource  Management | 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 | Resource  Management | Resource  Management | 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 | Resource  Management | Resource  Management | 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 | Resource  Management | Resource  Management | 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 |