

CAREER SEARCH WORKSHEET

Objective

Describe in a few sentences your immediate career goal and then your ultimate career goal. Try to stay away from “find a job.” Instead, think about what kind of job or values you hold that you would want your employer to share, etc. If you don’t have a specific title in mind, that’s OK; think about characteristics of jobs that would make you feel fulfilled.

Location Preferences

Describe where you would want to live. Be sure to include the maximum number of miles you’re willing to travel to and from your job. For example, Anywhere in North Carolina; or 25 miles radius from Asheville.

Qualifications

Describe the qualifications you currently have or will have shortly after you graduate. Include the degree you’re earning and any certifications or licenses you will hold, number of years experience (including internships, co-ops, clinicals, relevant part-time work), technical skills, etc. Think of this list as items employers in your field would most likely be looking for.

Transferrable Skills

Describe the transferrable skills (verbal/ written communication, customer service, team-oriented, etc) you feel you have. When other people describe you, what do you think they would say you excel in?

- 1.
- 2.
- 3.
- 4.

Company Attributes

Who is your ideal company? Nonprofit? Corporate? Private? Large? Small? What values would you want your employer to have?