My Career and Job Guide

When you're on the job hunt, think about the career you want to build, both in the short and long term. Use the questions below to think about your dream career and the jobs you can use to get there.

Step 1: Know Your Must-haves

You might already have some must-haves on your job list. Knowing these upfront will help you narrow down your search. The more flexible you are, the more potential job matches you'll have.

Location: _____

Is this a need or preference? (Circle one): **Need / Preference / Neither**

Commute time: _____

This is a: **Need / Preference / Neither**

Pay: at least $_____

This is a: **Need / Preference / Neither**

Industry/field: _____

This is a: **Need / Preference / Neither**

Education required: _____

This is a: **Need / Preference / Neither**

Are remote/work from home options a must-have? (Circle one):

Must have / Would be nice / Not needed

Are flexible hours a must-have? (Circle one):

Must have / Would be nice / Not needed

Other needs:

_____

Other preferences:

_____

Step 2: Build Your Skill Set

Now think about the skills someone in your dream career has and uses. These can be job-specific like coding, cooking, or writing, or they can be general skills that apply to lots of industries, like project management or helping people.

Someone with my dream career has these skills:

_____

_____

_____

Skills I Have

Consider the strengths you already have, and pick at least three you want to use in your next job. They may overlap with the dream career skills you listed above, but don't worry if they don't.

_____

_____

_____

Skills I Want to Build

Next, pick at least two or three skills you *don't* have yet or want to improve to help you land your ideal job.

_____

_____

_____

Pro tip! There are lots of ways you can learn new skills like these. For example, you can now learn many skills through online courses, often for free! A quick internet search can help you find your options.

What I Enjoy

Just because you're good at something doesn't mean you enjoy it. Think about the activities you genuinely enjoy. (Some might overlap with your current skills, which is even better.)

Examples: Working with computers, multitasking on small projects, focusing on larger projects, working on a team or independently, working with people, etc.

_____

_____

_____

Step 3: Choose Your Priorities

Now that you know your needs, strengths, and goals, it's time to put them all together to find the right jobs for you. You might find positions that check all the boxes, and that's great! If not, you may have to prioritize what's most valuable to you.

To prioritize, first list out your must-haves. Then, choose the top 3-5 preferences that are most important to you. Use the list below to get started. If you think of other priorities that are meaningful to you, feel free to add them in.

Possible priorities:

- Pay
- Location
- Commute
- Remote work opportunities
- Benefits package (retirement, health insurance, etc.)
- Flexible hours
- Using skills I have
- Building new skills
- Doing what I enjoy
- Working in my industry
- Using previous education or training

My Must-haves:

1.
2.
3.
4.
5.

My Priorities:

1.
2.
3.
4.
5.