

Assignment 1.8 – My Professional Development Plan

Today's Date: 20 April 20225

Long-Term Goal

I want to secure a full-time job in my field within six months after completing my **"Work Ready Now"** course.

Short-Term Goal 1:

I will improve my skills and knowledge in my field by completing relevant certifications and practical assignments.

Steps to Achieve This Goal:

1. **Identify certification programs related to my field**
 - **By When:** feb-march, 2025
 - **Resources Needed:** Internet, course platforms (Coursera, cisco, edX, etc.)
 2. **Allocate 2 hours daily to study and complete assignments**
 - **By When:** Ongoing, starting feb 2025
 - **Resources Needed:** Quiet study space, calendar for scheduling
 3. **Participate in hands-on projects or simulations during the course**
 - **By When:** By January 2025
 - **Resources Needed:** Course materials, instructor guidance
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Short-Term Goal 2:

I will network and find internship opportunities to gain practical experience.

Steps to Achieve This Goal:

1. **Research internship opportunities online and through career centers**
 - **By When:** April, 2025
 - **Resources Needed:** Career websites, instructor recommendations
2. **Attend networking events or job fairs to meet potential employers**
 - **By When:** April 2025(semicolon)

- **Resources Needed:** Event schedules, a professional LinkedIn profile
 - 3. **Apply to internship opportunities**
 - **By When:** January 15, 2025
 - **Resources Needed:** Resume, cover letter, online job portals
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Short-Term Goal 3:

I will prepare for job applications and interviews to ensure I am job-ready.

Steps to Achieve This Goal:

1. **Update and tailor my resume/CV for specific job roles**
 - **By When:** March, 2024
 - **Resources Needed:** Laptop, feedback from mentors or peers
 2. **Practice interview questions and improve communication skills**
 - **By When:** January 2025
 - **Resources Needed:** Mock interviews, resources on interview tips
 3. **Research companies that align with my career interests**
 - **By When:** January 2025
 - **Resources Needed:** Internet, career resources
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Short-Term Goal 4:

I will secure a job offer by applying to at least 10 relevant positions before June 2025.

Steps to Achieve This Goal:

1. **Prepare a shortlist of companies and tailor my applications accordingly**
 - **By When:** February 2025
 - **Resources Needed:** Career websites, job descriptions
2. **Follow up on applications to demonstrate interest**
 - **By When:** Ongoing after each submission
 - **Resources Needed:** Contact information of recruiters
3. **Evaluate job offers and finalize a decision by weighing pros and cons**
 - **By When:** June 2025

- **Resources Needed:** Mentor or peer advice
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