

**Boosting My Career**

My professional profile

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# **My professional profile**

## The market

Chosen Type of company:

Identify **all the keywords** (soft and tech skills) of one job offer. Write them down:

**Job Title:**

**Link:**

**Soft Skills**

1. ….

**Tech Skills**

**Required**

1.

2…

**Nice to have**

1.

2.

**Group Conclusion**

**MOST COMMON KEYWORDS:**

## 

## Strengths and Weaknesses

Consider your education, previous experience, skills and motivations and the key words you found in the job offers. Check the questions below to get ideas on what to include. You don't need to answer all the questions, but use them as a guide to get inspired. Put every statement on a chart, in bullet points, below every aspect to be analysed. **Try to use as much as possible the key words to make your profile more suitable to the current job positions.**

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
| *- What resources do you have that will help you achieve your goal?*  *- What existing knowledge do you have regarding your goal?*  *- What experiences can help you in attaining this goal?*  *- What skills do you have?*  *- Who can help you achieve your goal? In what way?*  *- What childhood experiences may support your goal?*  *- What activities or hobbies are you good at?*  *-When you work in a team, what would your team say you do well?*  *- What do you enjoy? What activities do you invest most time into?*  *- What do you find easiest?* | *- What prevents you from achieving your goal?*  *- Do you have any identifiable limitations?*  *- What are you afraid of?*  *- What blocks you?*  *- What keeps you from moving forward?*  *- What do you find most difficult?* |

List 2 actions you are going to take to improve your weaknesses before finishing the course.

**1.**

**2.**

## Achievements and Lessons Learnt

List 5 personal achievements. Use as many academic or work based achievement as possible.

For example:

* I got my degree in Mathematics
* I got a scholarship valued in XXXX€
* I decided to change my career and attend a course in Ubiqum

1.

2.

3.

4.

5.

* Pick one of your achievements.
* Use the selected achievement to write a paragraph with “I achieved…” or “I earned….”
* Add information to your paragraph answering to the following questions:
* How?
* With whom?
* With what aim (for the company)?
* In what context (what was the difficulty)?
* What was at stake?
* What were the results (numbers)?
* Share your example with 2 colleagues and ask for their feedback. Then note down one phrase that best encapsulates your story to an employer.

**2. Describe 3 things that didn’t go as you expected and now you would make different. Try to make them oriented towards your work or academic history. In all cases think about how this could be relevant to your overall story.**

*For example:*

* *An interview in English where you became stuck*
* *A project that become unviable*
* *A work situation which caused you to not make a promotion*

**1.**

**2.**

**3.**

* Choose one of the sentences.
* Start your sentence with “I didn’t achieve …”.
* Include the following additional information
  + How?
  + With whom?
  + With what aim (for the company)?
  + In what context?
  + What was at stake?
  + What was the consequence (numbers)?
  + What did you learn?
  + If you had the opportunity to repeat the task or situation, would you have done things differently? Have you since applied what you learned? Has that yielded improved results?
  + What would you have done differently in this situation? How would you have done it?
* Share your example with 2 more colleagues and get their feedback. Structure this lesson into one short sentence.

## 

## My Goal

Define your immediate career goal following your Ubiqum course, considering your professional profile and the market.

For example, my goal is to: *“Get my first job as a Frontend Developer in 3 months maximum in Berlin”*.

Make sure you use the SMART tool.

SMART is an acronym that you can use to guide your goal setting.

To make sure your goals are clear and reachable, each one should be:

* **S**pecific (simple, sensible, significant).
* **M**easurable (meaningful, motivating).
* **A**chievable (agreed, attainable).
* **R**elevant (reasonable, realistic and resourced, results-based).
* **T**ime bound (time-based, time limited, time/cost limited, timely, time-sensitive)

**My goal is**:.....