Career Success- CDEV 1830

Assignment 1: My Career Profile

Academic year 2021-2022

Worth 15%of Final Grade

Due Date

This assignment is due by the end of module four.

Purpose

Creating a career profile will allow you to gain the career clarity you need to be able to communicate your skills to employers. To build your career profile, you will need to do an analysis of your skills and abilities.

Explanation of tasks

During the first four modules of this course, you were given a series of activities to complete.

Review your work for spelling, grammar ensuring that your ideas are communicated clearly. Upload and submit your completed career profile as a single word document to the Assignment Submission Folder.

Prior to completing the tasks, be sure to review the attached rubrics. My Career Profile

Student Name: Pooja Panchal Student Number: 8718395

List of activities

Module 1- Assessment: My Elevator Pitch

Task Instructions:

Using Bongo or your own video recording, submit your 30 second elevator pitch. Include your written pitch in the space below. Prior to sending it in please use the checklist to ensure that you have included the following items in your elevator pitch:

* Clear pronunciation of your first and last name
* Natural, polished speech that is easy for the listener to hear
* A brief description of who you are
* A statement about what you are interested in and/or a future career goal.

My Elevator Pitch:

|  |
| --- |
| Hello, my name is Pooja Panchal. I have completed my 12th Science in Engineering in 2019 due to covid 19 I have to defer my course. Currently I am in Brampton, Ontario, but originally, I am from Gujarat, India. I want to work in computer field in future also, I have interest in many co-curricular activities such as singing, dancing, acting and philosophy. But first I want my computer degree, then I want to work in that field and then I want to follow my passion. |

Module 2: Knowledge Check (Quiz)

Please ensure you have completed the knowledge check.

Module 3: My Collection of Experiences

My Educational Experiences

Using reverse chronology (ie newest to oldest by date) enter your educational experiences. Add as many lines as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Certificate | Institution | City, Country | Year Completed |
| Calligraphy Competition | Mount Carmel High School | Gujarat, India | 2015 |
| Computer Course | Krishna Computer | Gujarat, India | 2020 |

Brainstorm a list of Skills and Abilities, Assets or Personal Qualities that you gained from this experience, aim for a list of 10-15 items

My Strength, Assets, and Personal Qualities obtained from these experiences:

|  |
| --- |
| Self-confidence, Great grasping power, no exam fear, Determination, Patience, Desperation to learn, Co-operating nature, Time-management, Discipline, Manners and Self-respect. |

My Work Experiences

Using reverse chronology (ie newest to oldest by date) enter your educational experiences. Add as many lines as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Company | City, Country | Dates |
| Receptionist | Shreehari | Gujarat, India | 02/2020 to 03/2020 |
|  |  |  |  |

Brainstorm a list of Skills and Abilities, Assets or Personal Qualities that you gained from this experience, aim for a list of 10-15 items and enter below:

My Strength, Assets, and Personal Qualities obtained from these experiences:

|  |
| --- |
| Patience, Humbleness, Good listening ability, Flexibility, Friendly nature, Energetic, Understanding behavior, Honest replies, Act professionally. |

My Volunteer Experiences

Using reverse chronology (ie newest to oldest by date) enter your educational experiences. Add as many lines as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Company | City, Country | Dates |
| Help the disabled students to learn new technology | Andijan Mandal | Gujarat, India | 04/2020 to 05/2020 |
|  |  |  |  |

Brainstorm a list of Skills and Abilities, Assets or Personal Qualities that you gained from this experience, aim for a list of 10-15 items and enter below:

My Strength, Assets, and Personal Qualities obtained from these experiences:

|  |  |
| --- | --- |
| Humanity, Kindness, Philanthropy, Manners, Creative thinking, Humble, Teamwork, Fearless approach, Communication power, Extrovert nature, Strong work ethic and limitless patience. |  |

Module 4: My Star Stories and Accomplishment Statements

My STAR(S) Stories

Using the format above, complete the tables below to tell as many stories as you can remember (minimum of 3).

|  |  |
| --- | --- |
| Situation/Task | School patriotic song competition and the girl who was in lead forgot her lines due to the stage fear. |
| Action | So instantly I move forward and start singing the whole song. |
| Results | Won the second price. |
| Skills | Self confidence and no stage fear. |

|  |  |
| --- | --- |
| Situation/Task | Old people and children were stuck in heavy rainfall. |
| Action | I convince the owner of a nearest showroom to get in them and then tried to make hundred of calls to book cabs for them to reach home. |
| Results | They all reached their home safely. |
| Skills | Convincing power and kindness. |

|  |  |
| --- | --- |
| Situation/Task | In a school sports day, a girl had some health issues during the performance due to the dehydration. |
| Action | I got her out of the performance, and I treated her with some home remedies which I know. |
| Results | She got really fine but could not able to perform in that. |
| Skills | Know some home remedies and kindness. |

Craft your Statements

Aim to transform 3 STAR stories into accomplishment statements.

|  |  |
| --- | --- |
| **Results from story** (Summarize in one statement) | We got second price due to the inconvenience. |
| **Starting statement** (Ensure each statement starts with an action verb) | Singing Infront of thousands of people without rehearsing was quite difficult. |
| **Add details**  (Ensure each statement outlines the results of your action) | However, I made up my mind and ask the teacher’s permission and started to sing. |
| Final polished accomplishment statement | Once I went there the girl was very confused, but then she realized that I was there to help her she felt relaxed and was so happy. |

|  |  |
| --- | --- |
| **Results from story** (Summarize in one statement) | They safely reached home and were very thankful. |
| **Starting statement** (Ensure each statement starts with an action verb) | Raining in traffic was so heavy and exhausted. |
| **Add details**  (Ensure each statement outlines the results of your action) | It was tough to find any cab due to the traffic, however, I managed to book at least 3 to 4 cabs. |
| Final polished accomplishment statement | Till the cabs comes they were resting in the showroom. |

|  |  |
| --- | --- |
| **Results from story** (Summarize in one statement) | The girl got fine and fit after taking the home remedies. |
| **Starting statement** (Ensure each statement starts with an action verb) | Felling exhausting and dehydrating was normal in sunny days. |
| **Add details**  (Ensure each statement outlines the results of your action) | But as being a captain of the team and having a lot of responsibilities, it was very demotivating for others. |
| Final polished accomplishment statement | After recovering from dehydration she was very thankful to me and my home remedies. |