

Career Profile Worksheet

Mission Alignment

Where do you spend most of your time?

What are you reading and/or posting about in your professional and social media feeds?

What family values and interests might you bring to your career?

Do you need to believe in the product or service your company is providing?

Which values, if any, must you share with an organization?

Which values, if any, would turn you away from an organization?

Common Transferrable Skills

Place a check mark next to the skills you have and want to use on a regular basis. Next, write specific examples of where you've used those skills. Finally, prioritize the skills that you consider personal strengths and would like to spend most of your workday using.

	Skills	Example	Priority
Communication	Creating presentations	Project proposals, business cases	1
	Editing and revising		
	Foreign language skills	French - Oral communication	5
	Leading meetings	Would love to lead meetings	3
	Persuading		
	Public speaking	Want to do it in regular basis	2
	Reading comprehension		
	Writing	Blog writing, marketing materials and social media	4
Interpersonal	Advocating/representing others		
	Cross-cultural skills	International teams collaboration	5
	Delegating		
	Empathy		4
	Establishing relationships	project management	3
	Leading		
	Listening		2
	Mentoring/coaching		
	Motivating		
	Negotiating		
	Selling/promoting		
	Team building		
	Training/teaching	LinkedIn training	1

	Skills	Example	Priority
Organizing	Budgeting		
	Coordinating work		
	Handling details		
	Making and implementing decisions		
	Managing resources		
	Mediating		
	Organizing		
	Prioritizing		
	Resource management		
	Running meetings		
	Supervising		
	Time management		
Physical	Agility		
	Building or repairing		
	Hand-eye coordination		
	Handling with precision/speed		
	Inspecting or examining		
	Muscle coordination		
	Stamina		
	Strength		
	Artistic abilities		

	Skills	Example	Priority
Creative	Conveying abstract concepts		
	Designing		
	Generating new ideas		
	Improving products or processes		
	Innovating		
	Problem-solving		
Data	Analyzing data		
	Calculating/manipulating numbers		
	Checking for accuracy		
	Determining priorities		
	Evaluating		
	Forecasting/predicting		
	Gathering data		
	Identifying patterns		
	Measuring progress/success		
	Processing data		
	Taking inventory		
Other			

Knowledge

List the knowledge that you've gained from your experience or studies. Use the questions to help you get started.

List:

Questions:

- What technologies have you used?
- What have you studied?
- What cultures have you worked with?
- Where have you worked?
- What was your specialty?
- What do you do for fun?
- What are your hobbies?

Qualifications

List your qualifications. Use the questions to help you get started.

List:

Questions:

- Do you have any degrees?
- If you attended college, what was your major and/or minor?
- Have you had any special on-the-job training?
- Do you have any certifications?

Work Culture

Answer the questions to help you determine your ideal work culture.

People

Describe your ideal coworker(s). (For example: competitive, collaborative, supportive, etc.)

Describe your ideal customer.

How involved do you want coworkers to be in your social life outside of work?

Control

How challenging do you want your work to be?

How much independence do you want over your own work?

How involved do you want a supervisor to be?

Mission

Do you need to believe in the product or service your company is providing?

Which values, if any, must you share with an organization?

Which values, if any, would turn you away from an organization?

Identity

What is the ideal prestige of an organization you would like to work for?

What influence would you like to have in the organization?

How would you like an organization to recognize your accomplishments?

Structure

Describe your ideal organization. (For example, well established, entrepreneurial, small, large, etc.)

Do you want an organization with a clear career track, or would you prefer the freedom to develop your own career path?

How important is having (or being) a mentor to you?

Start by filling out the second column for each of the Job and Workplace Characteristics below. Then assign a value for each, from 1 to 5 (5 being the most important for your job satisfaction). There are many more aspects of a job and workplace you may want to consider. This is only a short list to start you thinking. Feel free to add more.

Job and Workplace Characteristics	Category	Describe What This Means to You	Rank in Order of Importance to You
Workspace design	Identity		
Prestige of the organization	Identity		
Employee recognition	Identity		
Decision-making process	Identity		
Diversity	Identity		
Inclusion	Identity		
Professional development	Structure		
Defined career pathways	Structure		
Balance of work and social expectations	Structure		
Teamwork	People		
Employee interaction	People		
Supervision style	People		
Intellectual challenge	People		
Your own criteria			
Your own criteria			
Your own criteria			

Lifestyle Considerations

Answer the questions to help you determine your personal lifestyle needs.

Financial goals

What is the minimum salary you need to make today? (Consider rent, food, utilities, transportation, and entertainment.)

What is your ideal salary?

What are your long-term financial goals?

Geography

Are you willing to move for your career or are you limited to a region?

What specific geographic region(s) are you willing to consider?

What are the main industries in these regions?

How transferable are your skills?

Career progression

Do you prefer job stability (consistency) or frequent job changes (job hopping)?

Are you dedicated to one industry?

What are some other industries you may be interested in?

Are you willing to further your education to progress in your field? If so, how much time and money are you willing to invest?

Work-life balance

What are your ideal working hours?

Is travel an option? If so, how much?

Do you need to take a partner or family into consideration? If so, how does that affect your life-work balance priorities?

Economic security

How important is economic security to you at this point in your life?

What are your economic priorities or obligations?

Career Profile

List your top skills, knowledge, qualifications, lifestyle considerations, and work culture priorities. Use your answers to write your career story to use with your professional contacts.

Skills, knowledge, and qualifications

Lifestyle considerations

Work culture choice

My career story