**Early career thinking**Use this worksheet to help plan what you would like from your career, consider the important factors that will help you in your search.

**What salary and benefits would I like?**

#### I am aiming for a starting salary between £30,000 and £35,000 with benefits such as pension, paid training, flexible working and healthcare.

**What job roles exist in the area of interest?**

Business Analyst, Project Coordinator , Market Research Associate,Data Analyst,Business Development Representative , Global Marketing Coordinator."

**What do I want from my employer?**

Challenging projects: Opportunities to apply my international business knowledge to real-world problems."  
 Exposure to diverse markets/cultures: Direct involvement in projects spanning multiple countries."  
 Mentorship and learning: Access to experienced professionals and structured development programs."  
 Impact and responsibility: The chance to contribute meaningfully to the company's global objectives.  
 Competitive compensation and benefits: Fair reward for my skills and contributions, including opportunities for international travel .  
 Work-life integration: A flexible approach that allows for personal well-being alongside professional commitments.

**What sectors or industries am I interested in?**

**Technology (FinTech, E-commerce): The fast-paced, globally interconnected nature of tech, particularly how digital solutions facilitate international trade and operations."  
 Consulting (Management, Strategy, IT): Solving complex business problems for various international clients across different industries.  
 Supply Chain & Logistics: Optimizing global supply networks and ensuring efficient cross-border movement of goods and services.  
 International Marketing & Sales: Developing and executing global campaigns, understanding consumer behaviour across cultures.  
 Financial Services (especially trade finance, international banking): Facilitating international transactions and investments.  
 Manufacturing with a global presence: Understanding how large corporations manage their international operations and market their products globally**

**What skills and qualities do I have?**

**\* Communication  
 \* Stakeholder Management  
 \* Adaptability  
 \* Teamwork  
 \* Leadership  
 \* Public Speaking  
 \* Customer Service  
 \* Operations  
 \* Hospitality**

**What organisation culture and values are important to me?**

**Collaborative and inclusive: I thrive in environments where diverse perspectives are valued, and teamwork is encouraged."  
 Innovation-driven: A company that embraces new ideas, technology, and approaches to global business."  
 Ethical and sustainable: A commitment to responsible business practices, social impact, and environmental stewardship.  
 Global mindset: An organization that genuinely operates with an international outlook, rather than just having international clients."  
 Opportunities for growth: A clear path for professional development, learning, and taking on increased responsibility."  
 Open communication: Where feedback is encouraged and ideas can be shared freely**

**Which job roles best suit my skill set?**

**Business Analyst/Consultant: Leveraging analytical skills to identify market opportunities, assess risks, and recommend international business strategies.  
 Project Coordinator/Manager: Organizing and overseeing cross-border initiatives, ensuring timely and effective execution.  
 Market Entry Specialist: Researching and developing strategies for companies expanding into new international markets.  
 Global Supply Chain Analyst: Optimizing the flow of goods and information across international networks.  
 Business Development Associate : Identifying and pursuing new business opportunities in global markets.  
 International Marketing Coordinator: Assisting with the development and implementation of global marketing campaigns.  
 Trade Compliance Specialist: Ensuring adherence to international trade regulations and customs.**

**What are my strengths and weaknesses?**

**Strengths:My Strength are my family,My communication skills, Open mindedness and my desire to learn, grow and improve.  
Weaknesses:My weaknesses includes my Overthinking nature, fear of failure considering putting efforts to make progress**

**Goal Setting Worksheet**

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| What is your goal? | |
| To secure a full-time, entry-level position in international business, ideally within a multinational corporation or a company with significant international operations , that offers opportunities for professional growth and skill development relevant to my degree. | |
| **SPECIFIC**  **What exactly do you want to achieve? Ensure your goal is clear and specific** | To secure a full-time, entry-level position as a business analyst .The role should ideally be within a multinational corporation, an import/export company, or a firm with significant global supply chain operations.The position should allow me to leverage on my own knowledge |
| **MEASUREABLE**  **How will you know when you have reached your goal?** | I will know When I will have a signed employment contract for a full-time position matching the criteria mentioned above and I would have started work in the new role.  I will be earning a competitive entry-level salary in the UK (e.g., £28,000 - £35,000 annually, depending on location and company size. |
| **ACHIEVABLE**  **Is your goal realistic and achievable?** | Yes, very realistic. I have relevant skills, work experience, and I am currently pursuing a Master’s degree in International Business Management which will provide a strong academic foundation.  The UK job market for graduates, particularly those with international business skills, offers opportunities.  Networking, career services engagement, internships (if pursued), and a proactive job search strategy will increase achievability. |
| **RELEVANT**  **Is your goal relevant now? How motivated are you to achieve your goal?** | Yes, this goal is highly relevant as it is the natural progression from completing my Master's degree. It directly aligns with my academic investment and career aspirations.  I am highly motivated to achieve this goal as it represents the practical application of my studies and the beginning of my professional career in a field I am passionate about. It will allow me to build financial independence and gain valuable experience. |
| **TIME BOUND**  **When is the deadline to achieve your goal? Is the deadline realistic?** | Primary Deadline: Secure a full-time position and start working by December 31, 2026.  Intermediate Deadlines: By March 2026: Begin refining CV/resume and cover letter templates, and identify target companies/industries.  By May 2026: Actively start applying for graduate schemes and entry-level positions.  By August 2026: Be actively participating in interviews and assessment centers.  By September 2026: Graduate from the Master's program.This deadline is realistic given the typical graduate recruitment cycles and the time it takes to apply, interview, and secure a job. Starting the application process well in advance of graduation will be crucial. |

**Action plan**

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| **Career of interest: Business Analyst** | | |
| **My overall goal is:Secure a graduate Business analyst job** | | |
| **To be achieved by:Career advancement in Business Analysis** | | |
| **Tasks/actions required** | **Resources/people who can help** | **Timescale** |
| **1.Gain relevant certifications (e.g., Certified Business Analysis Professional (CBAP) or Entry Certificate in Business Analysis (ECBA))** | **Online courses and training programs (e.g., Coursera, edX, or Business Analysis Institute)** | **next 6-12 months: Complete online courses or training programs, attend industry events, and join online communities** |
| **2.Network with professionals in the field through attending industry events and joining online communities** | **. Mentors or experienced Business Analysts who can provide guidance and support** | **Attend lots of career events** |
| **3. Stay up-to-date with industry trends and best practices through continuous learning and professional development** | **Go for career hubs for advice at cardiff metropolitan university** | **Gain relevant certifications, develop a professional network, and gain practical experience in Business Analysis** |
| **4. … and so on** | **Industry events and conferences (e.g., Business Analysis conferences or seminars)** | **Achieve senior roles or leadership positions in Business Analysis, or start own consulting business** |
| **Any obstacles to achieving your goal? YES/NO**  *If yes, how do you intend to overcome them*  *1. Limited experience: Seek out internships or volunteer opportunities to gain practical experience 2. Lack of networking opportunities: Attend industry events, join online communities, and connect with professionals on LinkedIn 3. Limited budget for training and certifications: Explore free or low-cost online resources, and seek out employer-sponsored training programs* | | |
| **What will success look like?**  *e.g. how will you know your plan has worked?*  *1. Securing a Business Analyst role in a reputable organization 2. Achieving relevant certifications (e.g., CBAP or ECBA) 3. Developing a strong professional network and staying connected with industry professionals 4. Continuously learning and staying up-to-date with industry trends and best practices* | | |
| **Reflection: how did it go and is there anything you would do differently next time?**  **Reflection: Completing the action plan for my career as a Business Analyst was a valuable exercise. It helped me clarify my goals, identify the necessary steps to achieve them, and anticipate potential obstacles. The process was straightforward, but I found it challenging to be specific about the resources and timescale required. What went well: - I was able to clearly define my career goal and identify the key tasks and actions required to achieve it. - I recognized the importance of networking and continuous learning in the field of Business Analysis. What didn't go as well: - I struggled to be precise about the timescale for achieving my goals, as it depends on various factors such as job opportunities and personal circumstances. - I could have benefited from more specific guidance on the resources required to achieve my goals. What I would do differently next time: - I would seek out more specific guidance on the resources required to achieve my goals, such as recommended training programs or professional associations. - I would review and update my action plan regularly to ensure it remains relevant and effective.**  **Overall, the experience was helpful in clarifying my career goals and identifying the necessary steps to achieve them. I will continue to refine my action plan and make adjustments as needed to ensure I stay on track.** | | |