This module’s objectives focused on ensuring students can:

* **Understand the tools, skills, and habits required to be successful in one's career and job search**
* **Explore various career pathways and expectations within chosen field and tech**
* **Identify a goal-setting or reflection framework to communicate goals, experiences, and growth**

If you would like additional guidance, you can refer to [the rubric for this assignment.](https://docs.google.com/document/d/15dnoNZQyl-J1jR7Q3qk4A7x9_YnZI7k1H2mNNPY9r6Q/edit?usp=sharing)

**Understand the tools, skills, and habits required to be successful in one's career and job search.**

For the first part of this project, complete the professional skills self-assessment in Canvas. This quiz is only reviewed for completion, and is intended to help you identify your career level, so be honest about where you feel you stand with different skills. Towards the end of your Lambda School experience, you'll retake this quiz to see what areas you've improved upon.

***Include your self-identified career level here:***

I am in mid-level career currently

**Explore various career pathways and expectations within chosen field and tech**

**Based on what you have learned about your field so far, what skills or expectations are needed for your career pathway?** Take a moment to make a list of at least 5 skills that have stood out to you, both technical and professional.

**Skills needed in my field:**

**Technical - Legal knowledge of contracts and RFx, Excel, public procurement policies and procedures**

**Professional - Team Player, Communication, Fair, Easily approachable, Innovative Thinking, Customer Service**

You likely already have a few of the expected professional skills thanks to your pre-Lambda School experiences. These transferable skills will help you as you pursue a new career, even if you gained them from a different field. List out at least five of these transferable skills and strengths you've gained from past experiences.

**Transferable skills from past experiences: Team Player, Communication, Fair, Easily approachable, Innovative Thinking, Customer Service, Integrity**

Next, you are going to create a “running resume” that lists every job and responsibility you've ever had. Running resumes ignore formatting to only focus on documenting experiences so that you don't forget them.

***If you already have a running resume:*** Does it include all your field-specific and transferable skills? Review the two skills lists you filled out above; any skills from these lists that you currently have should be reflected on your running resume.

***If you already have a single-page resume (not a running resume):*** Make a copy of your resume in a Google doc. Add in any jobs or responsibilities that are missing from your resume so it’s comprehensive of all your skills and experience. Review the two skills lists you filled out above; any skills from these lists that you currently have should be reflected on your running resume.

***If you don’t yet have a resume:*** Create a Google doc and list out all past work, education, and volunteer experience. Under each title, write bullets that describe what you did. Review the two skills lists you filled out above; any skills from these lists that you currently have should be reflected on your running resume.

The "search by job title" bar on [JobHero's](https://www.jobhero.com/resume) website allows you to look up your previous roles by title and see how others have worded bullets about their similar experience.

*Here's an example of how simple this list can be:*

**Bartender** (December 2019-Present)

* Ordered and maintained inventory of products or supplies to ensure operations ran efficiently
* Increased customer satisfaction through thoughtful recommendations of products that met their individual asks, or needs
* Conducted the on-boarding and training of new employees, providing mentorship as they learned to thrive in a fast-paced environment

***Link to your resume or list of prior roles here:***

[***LinkedIn Link to Parvi Singh here.***](https://www.linkedin.com/in/parvi-singh-4608aa1ba/)

**Identify a goal-setting or reflection framework to communicate goals, experiences, and growth.**

In class you wrote a goal you had identified into the format of one of the goal-setting frameworks. For project 3, **complete the reflection questions below.** These are questions that you can expect to hear in interviews; it’s common for hiring managers and recruiters to want to know how you set and keep goals.

* **How do you set goals, or what framework do you use to organize yourself?**
* **What has historically been a barrier to fulfilling goals you set, and how do you overcome them?**
* **What are your future career goals and what do you plan to do to achieve them? (Sometimes framed as, "What is your 5-year career plan?")**

1. I set my goals by first identifying what matters to me the most. In professional life my goal can be driven by bringing in more efficiencies or things that can be achieved within a reasonable timeline. To set goals I work by defining my goal and working towards them by having a monthly or bi-weekly review of my progress.
2. Last moment requests, or tasks that have to be prioritized and it is the need of the hour instead of dedicating time for the goals. I overcome the barriers by devoting time towards my goals whenever possible while simultaneously working on the important tasks at hand.
3. My 5-Year career plan is to see myself as a Machine Learning Manager in a big tech company. My enrollment to Lambda School is my first step in having me achieve my goal.