

## Career and Job Search Strategy Worksheet

By providing answers to these items, you will gain useful information that will assist you in every stage of your job search, including writing letters of applications, resume writing, the interviewing process, and identifying specific employers to contact.

### **GENERAL ITEMS:**

**A. Target Work Content:** Identify the kinds of work that you want to do and concentrate your energies on these areas of the labor market.

Examples: Sales Management, Marketing, Scientific Research, Civil Engineering, Accounting, Teaching, etc.

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**B. Target Geographically:** Identify the specific cities or regional areas where you would like to live and find employment.

Examples: Midwest Region/Chicago, East Coast/New York City or Boston, Upstate New York/Rochester

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### **SPECIFIC ITEMS:**

**A.** Write a career goals statement that defines the skills and abilities you want to use and the types of employers you would like to work for:

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**B.** Identify one of the four major employment sectors in which you would like to work:

1. Private industry      2. Government      3. Education      4. Public sector:

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**C.** Select one type of employer in the sector you would most like to work:

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**D.** Identify at least three skills or competencies you would most like to use in your work:

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**E.** Name at least three other types of employers or organizations that could offer you employment in your specific field:

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**F.** Choose a size of organization you would prefer, in terms of number of employees in a single location: (circle one)

Small                  Medium                  Large

**G.** Identify the names of at least three employer directories (sources) that seem most likely to contain organizations for your employer prospect list:

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