

# CAREER ACTION PLAN



The purpose of the Career Action Plan is to identify the specific actions needed to work towards your goals, and identify the practical steps and other resources to support you.

<b>Name:</b>		<b>Date:</b>	
<b>Overall Desired Outcome:</b>			
<b>Goals</b>			
<b>#1</b>			
<b>#2</b>			
<b>#3</b>			

Goal Reference	Activity / Action	Resources / Support	Priority	By When

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## EXAMPLE

<b>Name:</b>	Jenny Fabulous (Student in Grade 11)	<b>Date:</b>	September 2022
<b>Overall Desired Outcome:</b>	Career as a Solicitor		
<b>Goals</b>			
<b>#1</b>	Explore jobs/career opportunities as a Solicitor / working in legal profession		
<b>#2</b>	Prepare my Résumé		
<b>#3</b>	Obtain work experience		

Goal Reference	Activity / Action	Resources / Support	Priority	By When
1,3	Arrange to speak with a practising solicitor to find out more about the job options <ul style="list-style-type: none"> <li>• Write out key questions to ask (including opportunity for work experience)</li> <li>• Identify solicitors to speak with – research local business</li> <li>• Obtain an introduction to practising solicitor</li> </ul>	Ask teachers, parents, business contacts (broader network) names of solicitors to speak to. Request assistance with organising an introduction e.g. Parent’s solicitor	B	October 2022
2	Find a suitable Résumé template <ul style="list-style-type: none"> <li>- Gather the information to insert in the template</li> <li>- Insert information in the template / draft Résumé</li> <li>- Ask Teacher/Parent to review content / presentation</li> <li>- Update based on Feedback</li> </ul> PDF for final presentation to go with cover letter	Check options through School Quality online sources	A	September / October 2022
3	Write a letter to use for requesting work experience for December / January School holidays  Research templates <ul style="list-style-type: none"> <li>- Write a draft letter</li> <li>- Ask Teacher/Parents to review letter</li> <li>- Ask Teacher/Parent/ to review Résumé</li> </ul> PDF for final presentation with Résumé	Careers person at School Parents / Family friend  Online Templates  Resources from School	A	November 2022