



My Career Planner

CAREER AND EMPLOYMENT SERVICES



MACQUARIE
University
SYDNEY · AUSTRALIA

Welcome to YOUR Career Planner!



These questions and clear steps are designed to bring you closer to your dream job.

The best way to use this Planner is to keep adding to it at different stages of your Career Development.

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1. Values



Look at the below values list and circle the values you feel describe you best. Then order them by importance to you and note down your Top 5 values.

What are your values?

Core values list

Authenticity	Friendships	Peace
Achievement	Fun	Pleasure
Adventure	Growth	Poise
Authority	Happiness	Popularity
Autonomy	Honesty	Recognition
Balance	Humor	Religion
Beauty	Influence	Reputation
Boldness	Inner	Respect
Compassion	Harmony	Responsibility
Challenge	Justice	Security
Citizenship	Kindness	Self-Respect
Community	Knowledge	Service
Competency	Leadership	Spirituality
Contribution	Learning	Stability
Creativity	Love	Success
Curiosity	Loyalty	Status
Determination	Meaningful	Trustworthiness
Fairness	Work	Wealth
Faith	Openness	Wisdom
Fame	Optimism	

2. Interests



Ask yourself, What experience have you found satisfying or stimulating? What activities do you enjoy most? What topics do you frequently read about? What excites you? Then write down your answers

What are my interests?

3. Personality



Take the [personality insight assessment](#) and note down your answers. What's your personality type?

What is my personality?

4. Skills I'll need



Please take the [Skills Audit test](#) and note down your top 5 skills as well as your 5 weakest skills.

When asked in a job interview “What are your main skills” you will know how to answer that question. Should they ask “What are your weaknesses” or “What is an area of improvement for you” you will just have to remember the outcome of the skills audit! [Find out more about the desirable skills sought out by employers.](#)

Look for 2-3 sample job ads and look at them closely. What skills are required for these jobs?

For example, ‘problem-solving’, ‘teamwork’, ‘communication skills’, etc. Be as specific as you can be. [Search for roles using this list of job search websites.](#)

5. My Target Jobs



What jobs or careers are you currently interested in?

[Do a quiz to find out options suitable for you.](#)

[Watch some career pathways videos to research your career options.](#)



Macquarie Careers Fairs are a great place to start!

6. Demonstrating my skills



Now you know more about the ‘destination’, it’s time to look at how YOU can convince your future employer that you have the required skills. This exercise might take several days to complete, as you might not come up with answers straight away. Be creative and think outside of the box.

Have you had any experiences (e.g. your studies/ volunteering/ community work/ casual job, etc.) where you had to draw on these skills? Did you, for example, lead a group work project or help a family member with their work?

Don’t hold back. Write everything down.

REQUIRED SKILLS	MY EVIDENCE OF THESE SKILLS

7. My strengths



While working on getting a more rounded experience/professional profile, it's also important to identify what your main strengths are. Not only will it make you feel more confident, but it'll also help you present yourself better to potential employers. [Take a strengths assessment to reflect on your strengths.](#)

WHAT ARE MY STRENGTHS?	HOW CAN I STAND OUT FROM THE COMPETITION?

8. My gaps



Refer back to the exercise above. Are there any gaps or areas where you could have more examples?

Write them down in the order of “no experience at all – some experience”.

9. Filling my gaps



Now that you have identified what you need to strengthen or get more experience in, brainstorm different ways of how you can do it. Talk to your friends/family members, or book an appointment with a Careers adviser.

I can gain more skills and experience in _____ by _____.

10. My career objective



Reflecting on the work you have done in your Career Planner so far, write down at least one career goal for yourself for the foreseeable future. It will be helpful to incorporate your key strengths and interests. For example “I want to work as/in using my strengths inand my interest in.....”

My Action Plan

What do you need to do to move towards your career objective? Consider activities such as careers assessments to explore values, strengths, etc, informational interviews, online research, participating in experiences to build skill to address any gaps, etc

OBJECTIVE	ACTIONS (THIS MONTH)	ACTIONS (NEXT 3 MONTHS)	ACTIONS (6+ MONTHS)	SUPPORT (WHO AND WHAT WHILL HELP ME DO THIS)	MEASUREMENT (HOW WILL I MEASURE MY PROGRESS)

11. My online presence



More and more employers google their potential candidates, and it's very important to control your online presence. Make sure that your personal accounts are set to private, and that you do have an open professional profile (E.g. LinkedIn).

LinkedIn is the world's largest professional network with hundreds of millions of members and is constantly growing. Many employers both large and small rely on LinkedIn to search for future talent. Some use LinkedIn exclusively to review applications and headhunt. If you don't have a profile, you're really missing out!

Think what your LinkedIn Summary might be like. Write it down below.

Find out more about job searching [here](#).

Here is a list of job search sites: [Career and Employment Service Job website](#).

1. What you have to offer:

2. What you are looking for: (be specific)

Nobody writes a perfect summary the first time. It's important to keep changing, adding and improving your LinkedIn summary. Ask your friends/family members for feedback.

12. My elevator pitch



Your LinkedIn summary is a good foundation for an ‘Elevator Pitch’. It’s a short 30-60 second summary about yourself/goals/strengths. Remember that written and spoken language are different, so you need to adapt your LinkedIn Summary. If you speak the same way you write, you’ll sound too formal and unfriendly.

The name “Elevator Pitch” refers to an idea where you try to imagine that you’re on a lift with the hiring manager of a company that you really want to work with and you have to give a quick sales pitch about yourself in the time it takes to get to the 25th floor. The goal is to be able to continue the conversation or to exchange business cards after the elevator ride. Think about what you’re studying and why, what you’re passionate about, and what you could bring/introduce/improve upon at the company you desire to work for.

Write your elevator pitch below using the table as a guide. Draw on your strengths (step 6) to help craft your response. [Here is an elevator pitch builder.](#)

Record yourself and listen to your pitch. You’ll know what you need to improve. Practice with friends/family members or book an appointment with a Careers adviser.

WHO ARE YOU? <i>First name and current situation</i>	
YOUR EXPERIENCE <i>Previous work experience, other relevant things you’ve done, the achievement you’re most proud of</i>	
CONVERSATION <i>Share something interesting and encourage others to join in</i>	
CALL TO ACTION <i>Thank them for their time, ask how to connect and follow up</i>	

13. My networking plan



As many jobs are not advertised, it's very important to invest time and effort into networking. Networking is an on-going, life-long skill, and it's best to start early. Write down who you would like to meet and how you can meet them.

I'D LIKE TO MEET (OR COMPANY / ROLE)	I CAN MEET THEM AT

[Link: The Dos and Don'ts of Networking](#)

14. My resume / CV



Like any important document, your Resume/CV will need a lot of polishing and re-writing. It's therefore a good idea to start drafting your CV early and have a 'Master Draft' that you can customise for different jobs. [Use this resume builder.](#)

Once you have built your resume, [upload it to CV360 for an instant online review.](#)

Write your draft below. Show your Resume/CV to friends/family members. Ask them to provide you with honest feedback. You can also book a workshop with Careers to discuss your resume.

[Link: Read this handout for tips on resumes and cover letters](#)

15. My sample cover letter

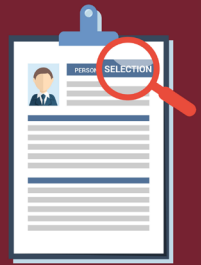


Writing good cover letters takes practice. Find 1-2 jobs that you might want to apply for and practice writing cover letters for them. [Use this cover letter builder.](#)

My sample cover letter:

[Link: More information on cover letters.](#)

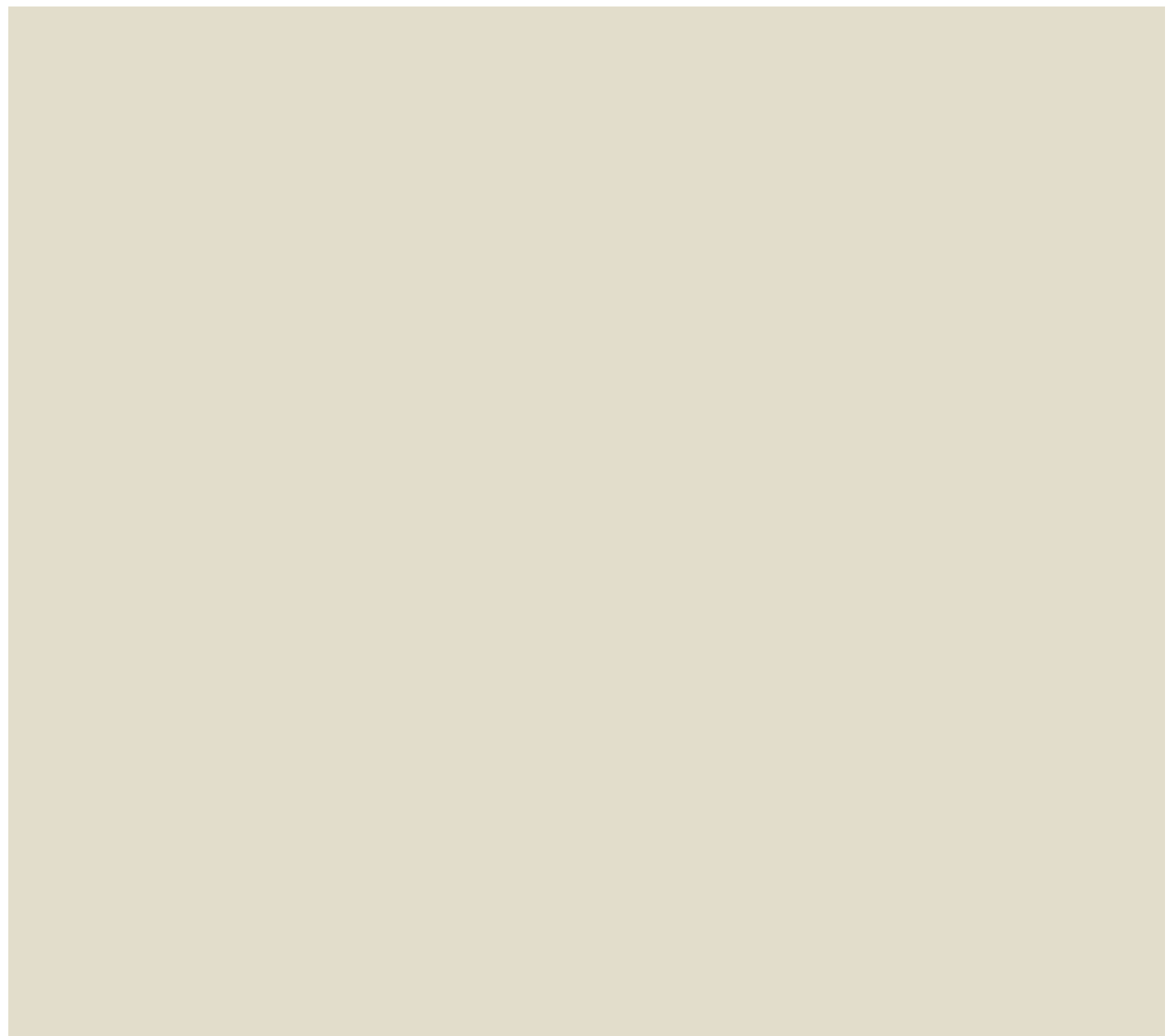
16. My sample job interview questions



It is important to prepare answers to some common job interview questions (e.g. what are your strengths/weaknesses?).

It's also important to have examples of different situations where you showed the important skills (see exercise 2 above), and be able to tell them using STAR (Situation-Task-Action-Result) formula.

[Practice your interview skills here by doing a mock interview on Interview 360 and gain instant feedback.](#)



[Link: More information on interviews and job offers.](#)

17. My referees



It's important to think beforehand who you can ask to be your referees. Brainstorm potential referees below. Referees should not be your friends or family members - ideally they should be from your professional network of contacts.

NAME	PROFESSIONAL RELATIONSHIP	COMPANY	CONTACT DETAILS

Critically evaluate the list you've brainstormed and select 3-4 people who could be your referees.

Make sure you have people who can comment on your different strengths/experiences. For example, one of the referees could be your supervisor or employer, while another one may be your university lecturer, etc.

18. My job search action plan



Write down your current job search goal in the space below. Your job search goal may include securing internships, clerkships, volunteer work, part-time or full-time positions. For example “I am seeking a position to gain skills and experience to work towards my career goal as a”

[Take a look at Planning and executing your career journey for information on planning and setting goals.](#)

My Action Plan

What do you need to do to move towards your job search goal? List at least 3 actions you can take towards achieving your job search goal and make yourself accountable. These actions may include updating your resume and cover letter, updating your LinkedIn profile, polishing your interview skills, building networks, joining professional associations, searching for roles, applying for roles, etc.

GOAL	ACTIONS (THIS MONTH)	ACTIONS (NEXT 3 MONTHS)	ACTIONS (6+ MONTHS)	SUPPORT (WHO AND WHAT WILL HELP ME DO THIS)	MEASUREMENT (HOW WILL I MEASURE MY PROGRESS)