

# Career Development Organizer

## 1. Personal Information (used on Letter of Application, Job Application, and Resume)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address (if different from mailing address)

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_@\_\_\_\_\_

## 2. Job or Career Plans (used on Resume)

Examples: Become an Electrician, machinist, carpenter, computer programmer, nurse, auto mechanic, and self employed restaurant.

- a. Short-range plans (1-5 years)
  
  
  
  
  
  
  
  
  
  
- b. Long-range plans (more than 5 years)
  
  
  
  
  
  
  
  
  
  
- c. Specific descriptions of Career Plans:

## 3. Education (used on Job Application and Resume)

**Schools Attended:** List all schools attended starting with the most recent and ending with junior high or intermediate school. Remember some ROP/Cs are separate schools than the academic high school you attend. List the ROP/Cs as a separate school.

**Course of Study:** General (just trying to graduate), College Prep (taking classes that prepare you to enter an academic college program), and Career Technical (taking a combination of courses that lead you to a career or technical trades like health careers, business careers, home economics career,)

School Name \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_  
Date Started \_\_\_\_\_ Date Finished \_\_\_\_\_  
Course of Study \_\_\_\_\_  
Certificates and/or Diplomas Received (include dates)  
\_\_\_\_\_

School Name \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_  
Date Started \_\_\_\_\_ Date Finished \_\_\_\_\_  
Course of Study \_\_\_\_\_  
Certificates and/or Diplomas Received (include dates)  
\_\_\_\_\_

School Name \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_  
Date Started \_\_\_\_\_ Date Finished \_\_\_\_\_  
Course of Study \_\_\_\_\_  
Certificates and/or Diplomas Received (include dates)  
\_\_\_\_\_

4. **Special Interest, Activities and Achievements:** (used on Job Application, resume and in requesting a Letter of Recommendation)

a. **Career Related Activities:** (Examples include clubs, academic teams, student government.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. **Achievements:** (Examples include special awards, certificates and honors)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Skills, Strength and Abilities:** (used on Job Applications, Resume and in requesting Letter of Recommendation)

- a. **Skills** (Examples: Oral communications, farm management, record keeping, carpentry, mechanical skills, basic office skills, electronic skills.)

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- b. **Strengths** (Examples: Leadership, punctuality, reliability)

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- c. **Abilities** (Examples: Artistic ability, writing ability, ability to speak more than one language.)

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6. **Paid Work Experience** (used on the Job Application and Resume-list three starting with the most current job first and work in reverse order)

**Current** Position / Title \_\_\_\_\_

Type of Employment (Choose One)

Permanent Full Time

Permanent Part Time

Temporary Full Time

Temporary Part Time

Employment Period: From (mm/yy) \_\_\_\_ / \_\_\_\_ until (mm/yy) \_\_\_\_ / \_\_\_\_

Employer/Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Supervisors Name \_\_\_\_\_

Description of Duties \_\_\_\_\_

Highest Pay \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Job 2** Position / Title \_\_\_\_\_

Type of Employment (Choose One)

Permanent Full Time

Permanent Part Time

Temporary Full Time

Temporary Part Time

Employment Period: From (mm/yy) \_\_\_\_ / \_\_\_\_ until (mm/yy) \_\_\_\_ / \_\_\_\_

Employer/Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Supervisors Name \_\_\_\_\_

Description of Duties \_\_\_\_\_

\_\_\_\_\_

Highest Pay \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Job 3** Position / Title \_\_\_\_\_

Type of Employment (Choose One)

Permanent Full Time

Permanent Part Time

Temporary Full Time

Temporary Part Time

Employment Period: From (mm/yy) \_\_\_\_ / \_\_\_\_ until (mm/yy) \_\_\_\_ / \_\_\_\_

Employer/Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Supervisors Name \_\_\_\_\_

Description of Duties \_\_\_\_\_

\_\_\_\_\_

Highest Pay \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**7. Unpaid Work Experience** (used on Job Application and Resume) Include any volunteer or community service work you have done. Examples include work at hospitals, recreational programs, museums, children's groups, charity groups, scouts, Family responsibilities such as childcare, home or auto repairs, shopping, yard work and unpaid work in the family business.

**7-1 Name of Activity or Task** \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Duties or Responsibilities \_\_\_\_\_

Date of Activity \_\_\_\_\_

**7-2 Name of Activity or Task** \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Duties or Responsibilities \_\_\_\_\_

Date of Activity \_\_\_\_\_

**7-3 Name of Activity or Task** \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Duties or Responsibilities \_\_\_\_\_

Date of Activity \_\_\_\_\_

8. **References:** (used on Job Application and Resume) References are people that are not related to you that can vouch for you good character and/or job skills. Examples: teachers, counselors, pastors or priest.

8-1 Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

8-2 Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

8-3 Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_