Template

Setting up a Career Plan

Once you have researched the career options and evaluated your skills, you should determine your career goals and set up your career plan. The sample gives you some ideas what to include in the plan. Personalise your own, commit to it, review it regularly, and most importantly, execute it.

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal** | **How?** | **When to start**  **doing it?** | **Done?** |
| Register for Whole Person Development Program to foster my skills in different aspects | Join campus activities to accumulate “Smart Point ” and “CS scores” | Year 1 |  |
| Understand my career interests to find out a suitable position | Join Career Interest Assessment workshop | Year 1 |  |
| Build up my résumé for internship and full-time job application | Join “Writing an Effective Résumé & Cover Letter” Workshop and “Résumé Clinic” | Year 2 |  |
| Gain work experience to strengthen my competitiveness | Participate in internship | Year 3 |  |
| Practice my interview techniques to enhance my performance | Join “Mock Interview Session” or conduct mock interviews with the Career Development Centre | Year 4 |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |