

Build Your Career Guide

This guide is to help you map out the steps toward your career goal. This is a good way to assess where you are in the process of building your career and where to go next.

Step 1: To begin, select a career that interests you.

Career Title _____

Alternate Titles: 1. _____ 2. _____

Step 2: Now use internet search engines to find current job postings of the job you someday want to do but don't necessarily qualify for now.

What kind of education do they typically require and/or prefer?

In Progress Completed

- | | | |
|--------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Bachelors of _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Masters of _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Doctorates of _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification in _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____ |

Step 3: Are you currently enrolled in a university or college that offers the required degree?
If yes, skip to step 5.

Yes

No

Step 4: Use a search engine to find universities that do offer the appropriate degree for your career of choice and list your top four choice below. Use the **Education Guide** to help you choose which institutions to apply to.

1. _____ 2. _____

3. _____ 4. _____

Step 5: In the job postings, what experiences are most commonly required or preferred?

Check off any you already have.

<input type="checkbox"/> 1. _____	<input type="checkbox"/> 2. _____
<input type="checkbox"/> 3. _____	<input type="checkbox"/> 4. _____
<input type="checkbox"/> 5. _____	<input type="checkbox"/> 6. _____

Step 6: What kind of knowledge/skills are required or preferred for this job?

Check off any you already have.

<input type="checkbox"/> 1. _____	<input type="checkbox"/> 2. _____
<input type="checkbox"/> 3. _____	<input type="checkbox"/> 4. _____
<input type="checkbox"/> 5. _____	<input type="checkbox"/> 6. _____

Step 7: Does this career require a special certification? **Check off any you already have.**

<input type="checkbox"/> 1. _____	<input type="checkbox"/> 2. _____
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Step 8: What major conferences, conventions or organizations do leading professionals in the field attend? **Check off any you already have participated in.**

<input type="checkbox"/> 1. _____
<input type="checkbox"/> 2. _____

Now you know what you already have and what you need to gain! Start looking for opportunities to gain the skills and experience you're missing with things like:

- An internship
- Work study position
- Volunteer work
- Clubs and organizations

Education Guide

Name of Institution _____

1. Does the curriculum for the degree you are seeking give you the skills needed to get the job? **Circle one.**

Yes Most of them Some of them A few of them None

2. How many semesters will it take to complete? _____

3. Where is the school located? _____

4. How far is it from home? _____

5. Do YOU want to be closer or further from home? Check all that apply

_____ Live at home

_____ Close

_____ Close but not too close

_____ Far enough away to prevent surprise visits but still could get help

_____ As far as I can

_____ I don't care

6. Is this school known for successful graduates in the field you want to enter?

Yes

No

7. Do you meet the entrance requirements to apply to this school? **Check one.**

_____ Yes

_____ Mostly

_____ No but I will

_____ No

Return on Investment

Degree or Training	Average salaries offered	Average Cost of Degree	Years to pay off
BA/BS	\$_____ PY	\$_____	_____
Master's	\$_____ PY	\$_____	_____
PhD	\$_____ PY	\$_____	_____
Special Certification	\$_____ PY	\$_____	_____

Cost for all Education: \$_____

Family Support, Scholarships & Grants Total: \$_____

Total Amount of Loans Needed: \$_____

_____ **Years to pay off total**

Perspective

Based on the salaries projected above, what would be your total lifetime* earnings minus the cost of your education? (This is not meant to be exact) This is for you to determine how much money you could earn with a higher degree vs the overall cost.

Degree/s or Training	Lifetime Earning	Total debt amount	Total lifetime earnings with subtracted education cost
_____	\$_____	\$_____	\$_____
_____	\$_____	\$_____	\$_____
_____	\$_____	\$_____	\$_____

*Life time earnings would be the number of years from when you would graduate to when you reach retirement age, which it usually 65.