



WRC Career Kit

FIND YOUR PATH

Career Kit Forms

Step	Form Name
1	Career Action Items
1	To Do List
2	Household Expense Worksheet
2	Benefits Worksheet
2	Desired Work Schedule
2	Personal Interests Worksheet
2	Job Values Worksheet
2	Technical Skills Inventory
2	Interpersonal Skills Inventory
2	Target Jobs Worksheet
3	Quick Pitch Worksheet
5	Job Search Log

Career Search Action Items

Your name:

Career Coach name:



Step Two: Exploring Careers

Target
Date

Complete
Date

<input type="checkbox"/>	Determine your financial and scheduling needs:		
<input type="checkbox"/>	Household Expenses Worksheet	_____	_____
<input type="checkbox"/>	Paycheck Calculator	_____	_____
<input type="checkbox"/>	Employment Benefits Checklist	_____	_____
<input type="checkbox"/>	Desired Schedule Worksheet	_____	_____
<input type="checkbox"/>	Identify your personal interests and job values:		
<input type="checkbox"/>	Personal Interests Form	_____	_____
<input type="checkbox"/>	Job Values Form	_____	_____
<input type="checkbox"/>	Make a list of your skills:		
<input type="checkbox"/>	Technical Skills Inventory	_____	_____
<input type="checkbox"/>	Interpersonal Skills Inventory	_____	_____
<input type="checkbox"/>	Explore potential careers		
<input type="checkbox"/>	Review and select an online career exploration tool	_____	_____
<input type="checkbox"/>	Interview professionals in your fields of interests	_____	_____
<input type="checkbox"/>	Research the local job market	_____	_____
<input type="checkbox"/>	Compile a list of target jobs	_____	_____

Step Three: Preparing for a Job Search

Target
Date

Complete
Date

<input type="checkbox"/>	Complete the Resume Planning Worksheet	_____	_____
<input type="checkbox"/>	Create your resume	_____	_____
<input type="checkbox"/>	Create a cover letter	_____	_____
<input type="checkbox"/>	Collect professional references	_____	_____
<input type="checkbox"/>	Build/up-date your LinkedIn profile	_____	_____
<input type="checkbox"/>	Build your networking plan	_____	_____
<input type="checkbox"/>	Develop your quick pitch	_____	_____

Step Four: Search for Targeted Jobs

Target
Date

Complete
Date

<input type="checkbox"/>	Research target companies and complete the Company Summary	_____	_____
<input type="checkbox"/>	Complete the Job Search Tracking Log	_____	_____

Step Five: Prepare for Interview

Target
Date

Complete
Date

<input type="checkbox"/>	Draft your interview answers	_____	_____
<input type="checkbox"/>	Participate in mock interview with your Career Coach	_____	_____
<input type="checkbox"/>	Send thank you notes	_____	_____

Household Expenses Worksheet



Your name:

Career Coach name:

Housing

Rent/mortgage payments \$ _____
 HOA fees \$ _____
 Lawn maintenance \$ _____
 Trash Pickup \$ _____
 Homeowner's insurance \$ _____

Utilities

Gas \$ _____
 Electric \$ _____
 Water \$ _____
 Trash Pickup \$ _____
 Cable Television/Internet \$ _____
 Online Subscriptions/Fees \$ _____

Food

Groceries \$ _____
 Eating out \$ _____

Other

Phone(s) \$ _____
 Personal Care (hair, nails) \$ _____
 Gifts/Donations \$ _____
 Credit Cards, Interest * \$ _____
 Loans \$ _____
 Travel \$ _____
 Education \$ _____
 Target Savings \$ _____
 Other (list below) \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Health Expenses

Medical Insurance \$ _____
 Dental Insurance \$ _____
 Meds (Prescriptions/OTC) \$ _____
 Deductibles/Co-Payments \$ _____

Transportation

Car Payments \$ _____
 Maintenance and Repairs \$ _____
 Gas \$ _____
 Insurance Payments \$ _____
 Taxes & Registration \$ _____
 Bus Fares/Taxis \$ _____

Clothing

Entertainment \$ _____

Child Care

Clothing \$ _____

Entertainment \$ _____

Child Care \$ _____

Total Monthly Expenses *(Add all)*

\$

Total Year Expenses

(Multiply the monthly amount by 12)

\$

Benefits Worksheet



Your name:

Career Coach name:

Employee Benefits:	I must have this benefit	I would like to have this benefit	I don't need this benefit	Notes
Medical Insurance				
Vision/Dental Insurance				
Short Term/Long Term Disability Insurance				
Flexible Hours				
Paid Time Off (PTO): Vacation, sick time, personal time, parental leave)				
Reimbursement for Commuting (gas, bus, parking)				
Telecommuting				
Free Meals				
Overtime Hours				
Tuition Reimbursement				
Uniforms/Protective Clothing Provided/Reimbursed				
401K/Savings Plan				
Retirement/Pension Plan				

Desired Schedule Worksheet



Your name:

Career Coach name:

Work Patterns	Yes	No	Notes
Rotating Shifts?			
Available on Weekends?			
Available before 8:00 AM?			
Available after 5:00 PM?			
Available on call?			
Fluctuating Hours?			
Hours Available	From	To	Notes
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Total Hours Available			

Personal Interest Worksheet



Your name:

Career Coach name:

Personal Interests	I have this experience	I would like to do	Notes
Helping Others			
Using Creativity (ideas, design, innovation)			
Working with Children			
Working with the Elderly			
Teaching or Training Others			
Working on Environmental Issues			
Working with My Hands			
Working in the Arts/Entertainment			
Working with Animals			
Working in Non-profits/Community Service			
Working in a Healthcare Setting			
Working Outside			
Working with Computers			
Working with Machines			
Working in Kitchen			
Others (<i>list below</i>)			

Job Values Worksheet



Your name:

Career Coach name:

Job Values	I must have	It would be nice to have	Notes
Challenging Work			
I'm Good at Doing This!			
Training (They pay me to Learn!)			
I have an Opportunity to Advance			
I Like My Boss			
I Like My Co-Workers			
I Like the Work Schedule			
The Location is Convenient			
I Believe in the Product, Service or Company			
The Work is Interesting			
The Work is Fun			
I Can Be Creative			
I Can Travel			
I Don't Have to Travel			
People Recognize Me for My Work			
Stable Work, Little Worries About Layoff			
They Offer Benefits (Health and Dental)			

Technical Skills Inventory



Your name:

Career Coach name:

Technical Skills	My core skill	Skills listed in my target jobs	Notes
Administrative Skills			
Banking			
Computer Programming			
Computer Repairs			
Cosmetics			
Customer Service			
Data Entry			
Data Processing			
Delivery Services			
Events Planning			
Finance and Accounting			
Food Services: Food Preparation			
Food Services: Hosting			
Food Services: Inventory/Stocking			
Food Services: Serving			
Healthcare: Billing			
Healthcare: Patient Care			
Healthcare: Recordkeeping			
Healthcare: Scheduling			
Interior Design			
Retail Customer Service			
Retail Management			
Sales			
Second Language/ Translating			
Social Media Marketing			
Teaching			
Typing			
Writing			
Microsoft: Word			
Microsoft: Excel			
Microsoft: Powerpoint			
Microsoft: Access			
Microsoft: Outlook			
Others (<i>list below</i>)			

Interpersonal Skills Inventory



Your name:

Career Coach name:

Interpersonal skills	My core skills	Skills listed in my target jobs	Notes
Dependability: Always showing up on time, rarely misses a shift			
Responsibility: can complete a task and accept feedback or criticism			
Confidence: willing to take on something new; learn a new skill			
Flexibility: open to new ideas; can and will change as needed			
Initiative: gets things done without being prompted or supervised			
Independence: doesn't need ongoing instructions or guidance			
High Energy/Strong work ethic. Works with a positive attitude; willingness to work hard to get the job done			
Detail Oriented: can process a high level of detail with minimal errors			
Goal-Oriented: can set and achieve individual or help with group goals			
Trustworthy: follows procedures, rules, and policies without supervision			
Resourceful: solves problems, generates new ideas			
Writes clearly and concisely			
Verbal communication/phone etiquette: Speaks clearly and politely, uses the appropriate tone			
Interpersonal skills: gets along with others; is friendly and courteous			
Conflict Management: works well under pressure; remains calm and shows respect during conflicts			
Others (<i>list below</i>)			

Resume Preparation Worksheet



Your name:

Career Coach name:

Career Coach Name	
Name	
Address	
Phone	
Email Address	
LinkedIn URL	

Career Objective, Skills Summary, or Areas of Expertise

Technical Skills	
Interpersonal Skills	
Objective	
Areas of Expertise	

Work History

Position #1

Company Name	
City and State	
Dates Employed	
Job Title Position	
Duties Achievements	

Position #2

Company Name	
City and State	
Dates Employed	
Job Title Position	
Duties Achievements	

Position #3

Company Name	
City and State	
Dates Employed	
Job Title Position	
Duties Achievements	

Position #4

Company Name	
City and State	
Dates Employed	
Job Title Position	
Duties Achievements	

Education

Name of School	
City and State	
Degree Obtained	
Name of School	
City and State	
Degree Obtained	
Name of School	
City and State	
Degree Obtained	
Name of School	
City and State	
Degree Obtained	

Continuing Education & Professional Development

Courses	
Seminars	
Certifications	

Honors and Performance Awards

Honor/Performance Award	<i>Description & Date Received</i>
Honor/Performance Award	<i>Description & Date Received</i>

Membership & Community Engagement

Organization	
Roles and Duties	
Dates of Involvement	
Organization	
Roles and Duties	
Dates of Involvement	
Organization	
Roles and Duties	
Dates of Involvement	

Write your Quick Pitch



Your name:

Career Coach name

Introduction | Who are you?

Skills and Accomplishments | What you can do/have done

Goals | What you want to do

Closing

Job Search Log



Your name:

Career Coach name:

Employer	Position	Application Method	Application Date	Interviewer or Contact	Interview Date/Time	Contact Information: Phone/Email	Thank You Note Sent On