



Career Coaching Worksheet

Plan your career coaching and possible related services by learning about the client.

Provide a copy of your existing resume.

Describe your education and experience in two paragraphs or less.

Prioritize the type of work you want to do either by describing work tasks, interactions with people, and level of responsibility.

Describe your ideal career path.

List strategies you are currently using.

Prioritize the coaching focus by ranking this list.

- _____ Defining the ideal job.
- _____ Exploring career options.
- _____ Creating a strategy for a promotion.
- _____ Enhancing resume.
- _____ Expanding job search strategies.
- _____ Planning job search.
- _____ Preparing for interviews.
- _____ Practicing interviews.
- _____ Follow-up on leads, applications, resume submissions, and interviews.
- _____ Negotiating title, responsibilities, salary, and benefits.
- _____ Starting a new position.