

# SPS Career Action Plan

## Career Services & Experiential Learning



|       |          |             |
|-------|----------|-------------|
| Name: | Program: | Graduation: |
|-------|----------|-------------|

|   | Target A | Target B | Target C |
|---|----------|----------|----------|
| <b>Function:</b><br>What YOU do           |          |          |          |
| <b>Industry:</b><br>What the COMPANY does |          |          |          |
| <b>Location</b>                           |          |          |          |

|  |    |    |    |
|--|----|----|----|
|  |    |    |    |
| 3 to 5 Possible Job Titles<br><br>Your <b>Function</b> has more than 1 job title | 1. | 1. | 1. |
|  | 2. | 2. | 2. |
|  | 3. | 3. | 3. |
|  | 4. | 4. | 4. |
|  | 5. | 5. | 5. |

### Validating Target 1:

- I have analyzed at least 5 job descriptions/postings and confirmed that I have at least 70% of the required skills/qualifications

|   |     |     |     |
|---|-----|-----|-----|
|   |     |     |     |
| Target Company List<br>10 per Job Target<br><br>Include big, medium and small companies | 1.  | 1.  | 1.  |
|   | 2.  | 2.  | 2.  |
|   | 3.  | 3.  | 3.  |
|   | 4.  | 4.  | 4.  |
|   | 5.  | 5.  | 5.  |
|   | 6.  | 6.  | 6.  |
|   | 7.  | 7.  | 7.  |
|   | 8.  | 8.  | 8.  |
|   | 9.  | 9.  | 9.  |
|   | 10. | 10. | 10. |

### Validating Target 2:

- I have conducted at least 3 informational conversations to confirm that my skills/background would be considered for the roles I am targeting

### Career Marketing Materials Check:

- I have reviewed my Career Action Plan with my career advisor
- I have reviewed my Resume with my career advisor
- I have reviewed my Cover Letter with my career advisor
- I have reviewed my LinkedIn profile with my career advisor

(Anything on this document can be edited based on your research)