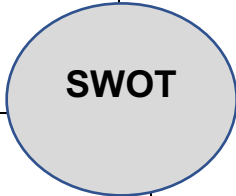


INTERNAL	<p style="text-align: center;">Strengths</p> <p>Identify those positive areas that are under your control and upon which you can take advantage of in planning.</p> <ul style="list-style-type: none"> • Work Experience • Education, Certifications, Licenses • Strong Technical knowledge within your field (Hardware, software, programming languages) • Transferrable Skills (Attitude, Communication, Problem Solving, Teamwork, Time Management) • Personal Characteristics; Self-Management Skills (Work Ethic, Creativity, Self-disciplined) • People-Good Contacts for Successful Networking • Membership in Professional Organizations / Associations 	<p style="text-align: center;">Weaknesses</p> <p>Identify those areas that are under your control and upon which you plan to improve.</p> <ul style="list-style-type: none"> • Lack of Work Experience • Low GPA, wrong major • Lack of goals, self-knowledge, or specific job knowledge • Weak technical knowledge • Weak skills (leadership, interpersonal, communication) • Weak job-hunting skills • Negative characteristics (Poor work ethic, appearance)
	EXTERNAL	<p style="text-align: center;">Opportunities</p> <p>Positive external conditions that you do not control but of which you can plan to take advantage.</p> <ul style="list-style-type: none"> • Positive trends in your field (growth, globalization, technological advances) • Opportunities you could have in your field by enhancing your education • Field needs your skill set • Opportunities you could have through greater self-knowledge, more specific job goals • Opportunities for advancement in your field • Opportunities for professional development • Career path you have chosen provides unique opportunities • Geography • Strong network



Work History

Complete 1 sheet for each position you held (e.g., same company, 3 positions = 3 sheets)

Company Name:	Dates (Years):
Position:	Dates in Position:
Address	
Phone Number:	
Supervisor:	
Job Duties:	
Staff Size and Location	
Job Skills (Technical/Computer)	
Transferrable Skills (Technical/Interpersonal)	
Self-Management Skills (Work Style)	
Accomplishments Results Achieved (Quantify if possible \$, #, %):	
What did you like about the Position, Company, Field/Industry:	
What did you dislike about the Position, Company, Field/Industry:	
What did you learn:	

What Benefits Are You Willing to Negotiate For? Compensation Package – Defining the Ideal Job

What is your absolute lowest acceptable yearly salary? _____

What benefits and perks are you willing to negotiate for? Rate your desire for the following.
Determine if they are worth your negotiation efforts.

Income:	Must Have	Nice To Have	Can Live Without
★ Commissions			
★ Performance Bonuses			
★ Signing Bonuses			
★ Yearly Bonuses			

Financial Support:

★ Assistance With Loan Repayment			
★ Corporate Credit Cards			
★ Corporate Product Discount			
★ Cost Of Living Increases			
★ Deferred Compensation			
★ Expense Account			
★ Financial Planning			
★ Legal Assistance			
★ Low Interest/Short Term Loans			
★ Moving Expenses			
★ Profit Sharing			
★ Relocation Assistance			
★ Retirement Plan			
★ Retirement Planning			
★ Stock Options, Investment Plans			
★ Tax Preparation Assistance			
★ Temporary Living Expenses			

Transportation:

★ Car Mileage Reimbursement			
★ Car Payment Deduction			
★ Commuting Expense			
★ Company Car			
★ Frequent Flyer Club			
★ Frequent Flyer Miles			
★ Parking Expense			

Career Advancement:

★ Cross Training			
★ More Frequent Appraisals			
★ Outplacement Assistance			
★ Severance Packages			
★			

Insurance & Health:

★ 3 Months Of Insurance With Job Loss			
★ Disability/Income Maintenance			

Insurance & Health Continued:	Must Have	Nice To Have	Can Live Without
★ Employee Assistance Programs			
★ Life Insurance			
★ Long Term Care			
★ Maternity			
★ Medical/Dental/Optical			
★ Mental Health			
★ Physical Exams			

Educational:

★ Children Scholarships			
★ Family Tuition Reimbursement			
★ On-The-Job Training			
★ Personal Tuition Reimbursement			
★ Seminars & Conferences			
★ Subscriptions			

Life/Work Balance:

★ Child Care			
★ Flex-Time			
★ Spousal/Family Travel			
★ Time Off For Military Commitments			
★ Work From Home/Telecommute			

Equipment Support:

★ Internet/On-Line Service			
★ Laptop or PC			
★ Software Reimbursement			
★ Tools, Machines, Equipment			

Vacation & Holidays & Time Off:

★ # Of Personal Days			
★ Company Recreation Facilities			
★ Compensation For Unused Time			
★ Family Leave			
★ Length Of Vacation			
★ Maternity/Paternity Leave			
★ When You Can Take A Vacation			

Job Duties & Responsibilities:

★ Amount/Frequency of Overtime			
★ Amount/Frequency Of Travel			
★ Increased Responsibility			
★ More Contact With Decision Makers			

Memberships/Dues:

★ Family Membership			
★ Health Clubs / Country Clubs			
★ Professional Association			