

# Creating a Career Action Plan Checklist

**Purpose:** Use this checklist to help you consider your professional goals and action plan. Check the boxes for actions you plan to take as part of your short term and long term plans. Be sure to checkmark action items from each of the three key steps below.

1

## Research and explore career options

- Explore career options associated with my major or another interest
- Do informational interviews with people in my job interest
- Find job descriptions of jobs I'd be interested in applying to
- Read about the job requirements of my desired job
- Learn about the skills needed for my desired job
- Learn about the future of my desired job
- Learn about the typical salary for my desired job
- Identify how my abilities relate to the job I want
- Read books and articles about industries and occupations of interest
- Other \_\_\_\_\_

2

## Gain experience

- Volunteer or work to gain experience
- Explore professional associations to belong to and attend a meeting
- Join a professional association
- Take a leadership role in a club, organization or business I am currently involved in
- Join clubs or organizations at Ashford University
- Develop job-related skills at your work site – communication, teamwork, technology and writing skills
- Other \_\_\_\_\_

3

## Get ready to apply for jobs

- Develop a career plan
- Develop my job search strategy
- Visit the Career Exploration area of MyCareer in the student portal. Check out these featured resources: Roadmap to Success and Career Development Process (in yellow box)
- Network! Establish and maintain professional relationships with faculty, employers and friends
- Develop my LinkedIn profile
- Prepare my resume and cover letter
- Complete a mock interview with Career Services
- Attend job Fairs
- Schedule a career counseling appointment with AU Career Services at [careerservices@ashford.edu](mailto:careerservices@ashford.edu)
- Other \_\_\_\_\_