



- 7) **Work.** What would you like to create in terms of your career or profession? How much energy are you willing to spend to create this situation? How does your chosen work impact others?
  
- 8) **Community.** How is community a part of your life's vision? What do you give to your community? What do you receive?
  
- 9) **Hobbies and Interests.** What activities, hobbies, or interests will complete this picture?
  
- 10) **What Else?** What else could you create or have in your life?

## Identifying Your Personal Values (Page 1 of 2)

### Directions

1. Scan your Personal Vision Worksheet. What does the worksheet say about what you value in your life? Circle the values on this list that match most closely.
2. Identify other values that relate most closely to the values you circle, and put them in groups that make sense to you.
3. Continue grouping and selecting until you have chosen the five to seven values that are most important to you.

Achievement	Financial gain	Pleasure
Advancement/promotion	Freedom	Power/authority
Adventure	Friendships	Privacy
Affection (love and caring)	Growth	Public service
Arts	Having a family	Purity
Challenging problems	Helping other people	Quality
Change and variety	Helping society	Quality relationships
Close relationship	Honesty	Recognition
Community	Independence	Religion
Competence	Inner harmony	Reputation
Competition	Integrity	Responsibility/accountability
Cooperation	Intellectual status	Security
Country	Involvement	Self-respect
Creativity	Job tranquility	Serenity
Decisiveness	Knowledge	Sophistication
Democracy	Leadership	Stability
Ecological awareness	Location	Status
Economic security	Loyalty	Time freedom
Effectiveness	Market position	Truth
Efficiency	Meaningful work	Wealth
Ethical practice	Merit	Wisdom
Excellence	Money	Pressure
Excitement	Nature	Working with others
Expertise	Open and honest	Working alone
Fame	Order	
Fast living	Personal development	
Fast-paced work	Physical challenge	

*This list of values is adapted from page 210 of "The Fifth Discipline Fieldbook," by Peter Senge*

## Identifying Your Personal Values (page 2 of 2)

Write your seven most important values in the numbered boxes on the left in the table below. Then, for each value, write your personal definition of that value: what does each of these values mean to you?

Value	What This Means to Me
1	
2	
3	
4	
5	
6	
7	

# Career and Education Planning Worksheet

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Program/Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

## Self Exploration

**My favorite school subjects are:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**My job and work values are:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Three skills I have are:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Three occupations that I would like to explore further that support my values are:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Occupational Exploration

For each of the three occupations listed above complete the following section: (Use the worksheets from lessons on using the Internet to learn about occupations, job & career fairs, and informational interviews)

Occupation Title: \_\_\_\_\_

Average Annual Salary: \_\_\_\_\_

List some things that a person in this type of occupation does:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List some things that you know about the working conditions in this occupation. For example, does it require working outside or indoors, does it require sitting or standing all day?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

This occupation matches my job values, interests, and skills in the following ways:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Jobs I am looking for now or in the future:

1. Where will I look? \_\_\_\_\_

2. Who will I talk to? \_\_\_\_\_

3. What do I hope to earn? \_\_\_\_\_

4. What contacts do I have to help me continue my education or get a job?  
\_\_\_\_\_

### **New Skills**

Three skills that I would need to develop for the occupations I am interested in are:

1. \_\_\_\_\_  
I will develop this skill by doing the following: \_\_\_\_\_

2. \_\_\_\_\_  
I will develop this skill by doing the following: \_\_\_\_\_

3. \_\_\_\_\_  
I will develop this skill by doing the following: \_\_\_\_\_

### **Education Planning**

For each of the three occupations listed in above in part one, complete the following section:

What training or degrees do you need for this career? \_\_\_\_\_  
\_\_\_\_\_

Do you need a license to work in this career? If yes, what license do you need? \_\_\_\_\_  
\_\_\_\_\_

What educational steps do you need to take to prepare for this career?  
\_\_\_\_\_

# Sample Functional Resume

## Krista Ann Brown

111 South St., #101, Baltimore, MD 49706

mabrown@ymail.com

Cell: 410-000-000

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**Professional Summary:** Reliable, caring certified nursing assistant with experience caring for elderly and vulnerable adults. Excellent client care; friendly and compassionate, with excellent interpersonal communication skills.

### Licenses and Certifications

- Maryland CNA License in good standing
- CPR Certified

### Qualifications

- Comfort, care for and motivate patients
- Ability to follow directions
- Work with minimal supervision
- Comply with OSHA and HIPPA
- Excellent attendance record
- Positive attitude

### Communication and Interpersonal

- Offered conversation and companionship to long-term care residents, establishing and maintaining positive patient relationships and responded to patient calls in a timely and efficient manner. Determined need and provided for care of individuals.
- Related well with team members, residents and families.
- Provided social and emotional support; encouraged residents who felt sad or lonely; observed physical and emotional changes; reported patient conditions to nurses.

### Care and Support

- Assisted residents in the process of getting ready for the day; ensured they were comfortably on time for all meals and activities and helped residents with daily hygiene including showering, oral and pericare, incontinence care, minimizing rashes, sores and soiling; transferred individuals from bed to chair, bed to commode, chair to commode, using Gait Belts, Hoyer Lifts and EasyStands as needed, ensuring patient safety and comfort.

### Organizational Skills

- Visited and evaluated patients daily to determine which patients needed more time to prepare for the day and to respect the needs of each individual; inventoried housekeeping and personal supplies of residents. replaced or had supplies ordered as needed.

### Recreation and Physical Therapy

- Supported residents with field trips, arts and crafts, music, games and reading activities. Ensured participants arrived on time, had needed accommodations and positive experiences; Worked range of motion activities with patients as instructed by LPN or RN.

### Professional Experience

Certified Nursing Assistant, Reliable Senior Services, Baltimore, MD, 2012–present.

Certified Nursing Assistant, Central Hospital, Baltimore, MD, 2010–2012.

### Education

Graduate, Baltimore Central High School, Baltimore, MD, 2009

American Red Cross, Certified Nurse Assistant, Baltimore, MD 2010

# Sample Chronological Resume

Judith James  
115 South Hawthorne Avenue  
Tampa, Florida 33601

Home: (101) 555-9217  
Message: (101) 555-7608

## Position Desired

Seeking position requiring clerical skills in an office environment. Position could require a variety of tasks including word processing and customer contact.

## Education and Training

Acme Vocational School, Temple Terrace, Florida. Completed one-year program in Secretarial and Office Management. Courses: word processing, time management, customer rights, and others.

John Adams Adult High School, Tampa, Florida. Graduated with emphasis on workforce skills and academic classes.

## Experience

- |           |  |
|-----------|--|
| 2015-2017 | Enrolled in vocational school to learn new skills. Learned to operate word processing equipment and gained knowledge of computers. |
| 2014-2015 | Assistant Manager, Claire's Boutique, Orlando, Florida. Managed sales, inventory, and related tasks. Closed store on weekends.     |
| 2012-2014 | Various part-time and summer jobs. Learned to meet customers and other skills.   |

## Special Skills and Abilities

100 words per minute on word processor; can operate office equipment.  
Able to accept supervision. Good social skills. Excellent attendance record.

## Personal

I have excellent references, learn quickly, and am willing to accept responsibility.