



Career Action Plan

Instructions:

Use this template to create a step-by-step plan for transitioning into your chosen career. Outline your goals, list specific actions, assign target dates, and note any resources or support needed.

Career Goal:

(Describe the job or career field you aim to enter.)

Short-Term Goals:

(Examples: Gain an internship, complete a relevant course, conduct informational interviews.)

1.

2.

Long-Term Goals:

(Examples: Secure a full-time position, earn a certification, attain a professional milestone.)

1.

2.

Action Steps

Step No.	Action Item	Deadline/Target Date	Resources/Support Needed	Progress/Notes
1	e.g., Research three career options		Use O*NET, My Next Move, CareerOneStop	
2	e.g., Arrange an informational interview		Reach out via LinkedIn or school counselor	
3	e.g., Enroll in a relevant workshop or online course		Check local community college or online courses	
4	e.g., Identify a mentor		Contact career services or professional networks	
5	e.g., Update resume and cover letter		Utilize career services; review samples	

Support Network:

List key contacts and resources who can help you along the way.

Mentor/Advisor:

Professional Contacts:

Relevant Organizations/Clubs:

Review & Reflection:

Set a date to review your progress and update your plan.

Next Review Date:

Reflection Notes:

