The skills mentioned in your resume should focus upon the skills needed in job for which you are applying. You may need several versions of this resume if you are looking into several different career areas.
Please complete the following assessments. There are no right or wrong answers, only what is right for you as an individual.
For easier access to the links go to www.cgc.edu/careers and click on: What do I want to be.

**Look at your interests**

Complete the exercise regarding your interests on this site: [http://www.mynextmove.org/](http://www.mynextmove.org/) Review related job titles.

My interest type is:

- [ ] Realistic
- [ ] Investigative
- [ ] Artistic
- [ ] Social
- [ ] Enterprising
- [ ] Conventional

**Look at your personality**

[http://humanmetrics.com/cgi-win/JTypes1.htm](http://humanmetrics.com/cgi-win/JTypes1.htm)

Complete the assessment on the Humanmetrics site.

My personality type is:

- [ ] ISTJ Duty Filler
- [ ] ESTJ The Guardians
- [ ] ISFJ The Nurturers
- [ ] ESFJ The Caregivers
- [ ] ISTP The Mechanics
- [ ] ESTP The Doers
- [ ] ESFP The Performers
- [ ] ISFP The Artists
- [ ] ENTJ The Executives
- [ ] INTJ The Scientist
- [ ] ENTP The Visionaries
- [ ] INTP The Thinkers
- [ ] ENFJ The Givers
- [ ] INFJ The Protectors
- [ ] ENFP The Inspirers
- [ ] INFP The Idealists

Once you know your four letter code go to:

Print out the information regarding your four letter code from this site.
Look at your values.

Knowing what you value regarding work is important. Rank in order the following values from 1-15 with number one being the most important to you.

Example:

____ I could perform my work with little supervision.
____ I could be in charge.
____ I could work a flexible schedule.
____ I could do a lot of different things.
____ I could make use of my strengths.
____ I could provide for my family.
____ I could make lots of money.
____ I could get lots of recognition.
____ I would be proud of my job title.
____ I could be busy all the time.
____ I would have few safety risks.
____ I would be able to help others.
____ I could be creative.
____ I could work with people.
____ I could work (circle one) indoors/outdoors/both.

Feel free to add other values which are important to you:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Look at your skills

Print out the Transferable Skills Check list on the following site: http://www.wisconsinjobcenter.org/publications/8961/
Follow the directions to determine skills you want to use in your next job.

The top four skills I would like to use in my next job/career are:

________________________  ___________________  ___________________  ___________________

Make your decision

Have you thought about some career choices?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Now it is time to meet with a career advisor!

Together, all factors can be reviewed to determine your best career options.
Explore your career choices.
Taking the time to better understand yourself has led to some beginning career choices. Now is the time to explore those career choices more fully. A career advisor can help.

I can do I need
alone. help.

Obtain information on my choice(s) through the http://www.mynextmove.org/ site.

Watch videos on selected profession(s) at: www.acinet.org/videos or www.youtube.com may also have videos related to the profession.

View a web site of a professional association related to career field.

Speak with an instructor for that major: ____________________________

Watch a movie which shows someone in that profession.

Read a professional magazine related to career field.

Look at actual job postings for people in that profession.

Talk with someone you know in that profession.

Find someone in that profession to interview. Conduct an informational interview. (See Career Center website for more information.)

Find companies which hire in that profession and research them.

Explore part time, or entry level positions/internships related to that profession.

Look for scholarships for students entering that major.

Declare major with Advisement.

Determine transfer requirements and deadlines if profession requires a bachelor’s degree.

Progress always involves risk; you cannot steal second base and keep your foot on first. -Frederick Wilcox

Small steps are needed to ensure this is the right career choice for you.

Activities

- Progress always involves risk; you cannot steal second base and keep your foot on first. -Frederick Wilcox
- Small steps are needed to ensure this is the right career choice for you.

- Obtain information on my choice(s) through the http://www.mynextmove.org/ site.
- Watch videos on selected profession(s) at: www.acinet.org/videos or www.youtube.com may also have videos related to the profession.
- View a web site of a professional association related to career field.
- Speak with an instructor for that major: ____________________________
- Watch a movie which shows someone in that profession.
- Read a professional magazine related to career field.
- Look at actual job postings for people in that profession.
- Talk with someone you know in that profession.
- Find someone in that profession to interview. Conduct an informational interview. (See Career Center website for more information.)
- Find companies which hire in that profession and research them.
- Explore part time, or entry level positions/internships related to that profession.
- Look for scholarships for students entering that major.
- Declare major with Advisement.
- Determine transfer requirements and deadlines if profession requires a bachelor’s degree.