

## Target Job / Career form

Use this form to organise your thoughts / research before specifically tailoring your CV / Resume to the weighted critical requirements of your target career role.

If you are working from a Job specification or advert, take your time read the spec or advert 3 - 4 times, really let it sink in.

Highlight or underline what you consider to be the critical skills, experiences and behaviour required by the role. Then transfer these requirements to the form below.

Weight requirements: 1 must have, 2 important, 3 like to have, under the 'W' column.

<u>Skills / Competencies</u>	<u>W</u>	<u>Market / Sector</u>	<u>W</u>	<u>Behaviour / Soft Skills</u>	<u>W</u>

There are a few highly valued behaviour / characteristics that are universally prized, demonstrate as many of the following as you can.

**Goal orientation**, demonstrate that you set yourself goals, and measure your performance.

**Faith and confidence** in your own ability to achieve your goals.

**Determination and persistence** to achieve your goals, combined with a **happy upbeat outlook** (the glass is half full never half empty, failure takes you a step closer to success), make a compelling combination.

**Know yourself**, your strengths and weaknesses.

**Integrity, honesty, respect for yourself and others.**

Ability to **work successfully with others.**

Convey **energy and enthusiasm** for what you choose to do.