

How Could I Make Myself More Competitive?

1. First, find several job descriptions for the kind of position you would like to obtain. Review the description and record the key job responsibilities in the first part of this worksheet.
2. Analyze those responsibilities in terms of knowledge and experience. What would the ideal candidate know? What would the ideal candidate have done previously?
3. Next, articulate a personal development plan for this position by describing how you can learn what you need to know and how you can gain the experience you require but don't yet have.
4. Finally, develop a specific action plan. What should you have accomplished toward this plan in three months? In six months? In one year?

Key Job Responsibilities	
Knowledge Required	Experience Required
How I Can Learn	How I Can Gain Experience
<p style="text-align: center;">My Action Agenda</p> <ul style="list-style-type: none"> • Three months • Six months • One year 	

