



My Success Plan

Personal Information

Full name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

My Personal Summary

I have lived on Cape Cod since: _____

Before moving to Cape Cod, I lived in: (native country): _____

Before moving to the US, I worked as (describe prior job): _____

I currently work at (name of employer): _____

The work I do now is: _____

I have worked there since: _____

My family includes: _____

I would describe myself as (use 3 words): _____

My dream is to: _____

My Career Skills and Strengths Summary

My career skills and strengths: _____

My computer skills and training: _____

My vocational skills (e.g., carpentry, operating equipment, electrical): _____

Languages I speak and write: _____

I have special training and certifications in (include military): _____

My hobbies include: _____

I have volunteered in: _____

I have completed my HS diploma in (name of school, country): _____

I have completed my degree(s) in (name of degree, university, country): _____

It is my goal to complete my education in (diploma or degree): _____

My Career Qualities, Values, and Interests

My career qualities (give 3-5 examples): _____

My career values (give 3-5 examples): _____

My Top Three Career Interests:

Career 1: _____
Training needed: _____
Programs: _____
Next steps: _____

Career 2: _____
Training needed: _____
Programs: _____
Next steps: _____

Career 3: _____
Training needed: _____
Programs: _____
Next steps: _____

Advisor Notes

My Career and Employment Experience

Current employment: _____ Address: _____
Position: _____ Date started: _____ Date ended: _____
Duties: _____

Previous employment: _____ Address: _____
Position: _____ Date started: _____ Date ended: _____
Duties: _____

Previous employment: _____ Address: _____
Position: _____ Date started: _____ Date ended: _____
Duties: _____

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Position: _____ Date started: _____ Date ended: _____
Duties: _____

References

Advisor Notes