

FINANCES AND CAREER PLANNING

Stages of Career Planning

The six general steps of career planning can help first-time job hunters, career changers, and those who want to change jobs within the same career.

- **6.** Plan and implement a program for career development.
- **5.** Consider job offers. Accept a job that meets financial and personal requirements.
- **4.** Interview for available positions. Improve interviewing skills.
- **3.** Develop a résumé and cover letter. Apply for jobs.
- 2. Identify job opportunities in chosen field.
- **1.** Assess personal goals, abilities, and interests. Research careers.



FINANCES AND CAREER PLANNING

All About You

Choose the right résumé format for your skills and experience, then sell yourself with a great cover letter.



