



Appendix 3

PERSONAL JOB PROFILE WORKSHEET

*** EDUCATION**

*** CERTIFICATIONS/LICENSES**

*** TECHNICAL SKILLS**

*** PERFORMANCE SKILLS**

*** OTHER SPECIAL SKILLS/TALENTS**

*** AWARDS, HONORS, RECOGNITIONS**

*** WORK ACCOMPLISHMENTS**

What have I done to make a company money, save a company money, make a company more efficient or effective, designed and implemented a new process or procedure, made a company safe or secure?

*** NON-WORK ACCOMPLISHMENTS**

*** SUPERPOWERS**

*** THINGS I ENJOY**

Environments _____

People _____

Activities _____

Passions _____

3 * The JOB You Were BORN FOR

*** ORGANIZATION / COMPANY**

Size _____

Culture _____

Industry _____

Type of Work _____

Job Title _____

Location _____

*** TARGET COMPANIES**
