



MANLEY CAREER ACADEMY



CTE - Career Plan Outline 2011-2012

To be successful, you must plan your life in stages by identifying your goals and then planning the steps to reach them. The following Career Plan Outline will help you to identify your career goals for the future and the steps you need to take to achieve your goals.

There are two major parts to this plan.

Part I, determine your goals and then begin your career path and educational research as the steps you need to take to achieve those goals.

Part II, use the information gathered in your research to write about your short, long and ultimate life goals. For example, if you write that your long-term goal (Part II-B) is to attend the University of Alabama, then you should include information on the University of Alabama from your educational research section (Part I-C).

Part I

RESEARCH

- A. EMPLOYMENT OUTLOOK RESEARCH
- B. CAREER RESEARCH
- C. EDUCATIONAL RESEARCH

Part II

GOAL SETTING - WRITING

- A. SHORT TERM GOALS
- B. LONG TERM GOALS
- C. ULTIMATE LIFE GOAL

This plan must be typed and should follow the outline below.
Please be sure to include titles for each section.