

# Define Your Job Search

## Your 30-second Goal Statement

1. **My key skills and attributes:** (e.g., customer service, attention to detail, dependability and ability to teach/train others)
2. **The key tasks and responsibilities I desire:** (e.g., connect local homeless people with resources, track their progress using spreadsheets and databases and conduct research to improve local services)
3. **Types of organizations or department I would like to work for:** (e.g., non-profit organization, government agency, or a local school)
4. **My key values:** (e.g., teamwork, autonomy, business travel, opportunity for promotions)
5. **Where I'd like to work:** (e.g., Charlotte, in the southeast, near the mountains)
6. **Two organizations that I'm fascinated by:** (e.g., Google, WNC Nature Center)
7. **Two job titles that I'm curious to learn more about:** (e.g., Physical Therapist, Curator)

I want to use my (1) \_\_\_\_\_ skills, to (2) \_\_\_\_\_

\_\_\_\_\_ in a (3) \_\_\_\_\_ or \_\_\_\_\_ organization that provides an environment that values and respects (4) \_\_\_\_\_

\_\_\_\_\_. Ideally this organization would be

located in (5) \_\_\_\_\_. Two organizations that fascinate me are

(6) \_\_\_\_\_, and \_\_\_\_\_. Two job titles that I'm curious to learn more

about are (7) \_\_\_\_\_, and \_\_\_\_\_.

### Example:

*I want to use my customer service, attention to detail and ability to teach others to connect local homeless people with resources, track their progress using spreadsheets and databases and conduct research to improve local services in a non-profit organization, government agency or local school that provides an environment that values and respects teamwork, autonomy, and the opportunity for professional development and promotions. Ideally this organization would be in Charlotte or in a big city in the southeastern US. Two organizations that fascinate me are Community Affordable Housing Equity Corporation and Cornelius Arts and Community Center and two job titles that I'm curious to learn more about are Advocacy Director and Education Manager.*