Career Action Plan Template

To help you write a career development plan for yourself, here is a template. Fill out the different sections to create your initial plan.

The document is meant to be informal and flexible for easy updating. You can change the headings and focus depending on your individual requirements and preferences.

# Career goal

Get a job in human resources management (high salaries, get a job anywhere).
Look to do a Graduate Certificate in Human Resources Management after graduating.

# Education plan

Finish Bachelor of Psychological Science with strong grades.
Add two subjects in Year 3 from business faculty (HR and/or management).
Improve statistical skills by taking 'Quantitative Methods in Psychology'.
Take the 'Cultural Leadership' elective.

# Skill development

Coach a junior basketball team.
Attend 'HR Essentials' workshops from the Australian HR Institute.
Take Public Speaking course through ANU’s communication centre.

# Experience building

Apply for temp jobs in HR admin at local companies like Hays Recruitment.
Join the ANU Business and Economics Society for learning and networking opportunities.
Apply for summer internships in HR at companies like Deloitte or PwC.