



YOUR CAREER JOURNEY



عضو في مؤسسة قطر
Member of Qatar Foundation



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Career planning is the process of determining your career goals and actively working to reach them. Use the following steps to guide you in creating your career plan. Speak to a career advisor for assistance and support along the way.

1

KNOW YOUR STRENGTHS
Identify your talents, interests and values to understand what roles you would enjoy the most. Begin by reflecting on previous experiences and identify what you liked, where you performed well and what motivated you.

2

WORK ON YOUR WEAKNESSES
Recognize areas for improvement and make a conscious effort to work on them. Take training courses, practice the weaker skill, and find a mentor who can support you.

3

EXPLORE YOUR CAREER OPTIONS
Research and gather information about potential education and career paths. Speak with people in your targeted industry to obtain knowledge through informational interviews. Use this newly acquired knowledge to help you determine how a particular career path aligns with your interests.

4

ESTABLISH GOALS
Establish your career aspirations and objectives by identifying industries, employers and job titles of interest using the information gained in the previous stages. Begin to formulate a job search strategy that includes networking as an integral component.

5

DEVELOP SKILLS
Progress and enhance your soft skills through experiences such as internships, volunteering and mentoring. Soft skills such as communication, teamwork and leadership are highly valuable to employers across all industries.

6

BUILD YOUR NETWORK
Understand the importance of social media and be savvy when it comes to using it. Utilize online platforms such as LinkedIn to connect with professionals and advise how you can contribute to their organization. Attend events such as conferences and join professional associations to further expand your professional network.

7

PREPARE FOR APPLICATIONS
Prepare your resume and cover letter, ensuring to customize every application to demonstrate the skills and qualities that each employer is seeking. Review common interview questions and practice techniques to interview successfully.

8

GO FOR IT
Be confident, proactive, patient and positive when job searching. Explore all avenues and be comfortable putting yourself out there. Remember you cannot succeed unless you try.

REMEMBER

Your career journey does not end once you have secured a job. Most people will have multiple professions in their lifetime, so it is important to continually use this process to clarify your goals, enhance your skills and progress positively along your career journey.

