|  |  |
| --- | --- |
|  | **Professional**  **Development**  **Plan** |

**Part 1. Identify required and preferred qualifications for your ideal jobs.**

* Identify 3 jobs or fellowships you would like to pursue immediately following graduation. Review descriptions for these positions.
* Type the name of the organization and job/fellowship title at the top of each column.
* List the top 3 required qualifications and the top 3 preferred qualifications (if stated) for each job or fellowship in the left hand column. Place an “x” in the Job/Fellowship column for each job or fellowship that requires that qualification. Add more rows as needed.
* Highlight the key qualifications you will need to develop to be competitive for the jobs or fellowships.
* The plan you submit **must** be typed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Required & Preferred Qualifications**  **Knowledge, Skills, Experience** | **[Organization 1**  **Job/Fellowship Title 1]** | **[Organization 2**  **Job/Fellowship Title 2]** | **[Organization 3**  **Job/Fellowship Title 3]** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Part 2. Plan for Acquiring Knowledge, Skills, & Experience**

* Based on the highlighted qualifications in Part 1, identify at least 3 qualifications you would like to develop prior to graduation. Add more rows as needed.
* In the second column list the approaches to gain the knowledge, skills, and experience. Consider course work, volunteer experience, internships (both credit and noncredit), projects, work study, serving on a board or commission, Capstone, CPW, and Toastmasters.
* In the third column list the projected timeline to develop your qualifications. For example, if you want to develop your public speaking skills, you could join UO Toastmasters and project Spring 20xx as your timeline.

|  |  |  |
| --- | --- | --- |
| **Qualifications to be Developed**  **Knowledge, Skills, & Experience** | **Approaches to Gain Knowledge, Skills & Experience** | **Timeline (list term/year)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |