

Careers checklist

Complete the checklist to help understand where you are on your career journey

- Identified my best skills and what I enjoy
- Spoken to a Careers Adviser
- Kept a record of my academic and personal achievements
- Written my first CV and cover letter
- Completed work experience
- Completed voluntary work
- Spoken to or had an encounter with at least one employer every year
- Read and understood what routes are available to me:
 - College or sixth form
 - University
 - Apprenticeships
- Attended a workplace either,
 - On a school trip or,
 - Through work experience or,
 - During an internship or,
 - While job-shadowing or,
 - During a placement