

CREATING YOUR PERSONAL  
**Career Profile**



**A tool for gathering and organizing essential information for:**

- Effective performance in interviews
- Writing a high impact resume
- Determining the best job and career options

Confidential Career Profile for:

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*(Name, Contact Information)*



## Instructions for Completing Your Career Profile

**C**areful and thorough completion of your Career Profile lays the groundwork for success in career transition. Sound career management is based on accurate analysis of the full range of career-related information.

This analysis produces three main benefits:

■ **Effective performance in interviews.**

Some people in search have formal interviews with a dozen or more organizations before receiving an offer. Others receive an offer on their first interview. While there can be many reasons for rapid success in interviews – including good luck – preparation is a critical factor. The time to recall, organize and practice discussing information on your background is now, not when you are sitting in your first hard-won interview. Pages 8 to 28 of this Profile are designed to help you prepare for interviews.

■ **Writing a high impact resume.** Outstanding resumes are a brief distillation of a great deal of information, written to support a particular professional objective and speak to a particular target market. Because they are generally limited to two pages, what to include and what to leave out are important questions. You want to include all of the most compelling facts about yourself. Pages 8 to 26 of this Profile are essential for resume writing. This will also benefit you as you craft your social media profiles.

■ **Determining the best job and career options.**

Some people want to find work similar to their past work. Others want a very different kind of work. Before making a final choice, you need to be aware of your options. The *Ten Achievements* exercise on page 7 is the best place to start. Completing the entire Career Profile is strongly recommended.

The first step in attaining all of the above benefits is collecting information. You are the only person who has the necessary information. At this moment, you may not remember it all, simply because you do not normally have reason to think about it. However, complete and well-organized information is essential to success in your search project.

Recalling, thinking through, and recording this information takes time and effort. Some people are able to complete the entire Career Profile in less than two hours. Others, especially those with more experience, sometimes take as long as 8 or 10 hours spread over several days.

We hope you will invest as much time in this Career Profile as it takes to do a good job. We know from experience that your investment will pay dividends in your career transition. For more help, please see the Career Resource Network (CRN) at [career.lhh.com](http://career.lhh.com).

## Before you begin...

**Before you begin work on this Career Profile**, please take a minute to consider two questions basic to your search project.

### How quickly do you need to find new employment?

Given your current financial situation (including any severance benefits and unemployment benefits) and your current spending plans, how many months could you be unemployed ...

- and still be financially comfortable? \_\_\_\_\_ months
- before you “felt the pinch”? \_\_\_\_\_ months
- before your financial situation became a serious problem? \_\_\_\_\_ months

### Would you relocate for new employment?

Yes, I definitely want to relocate to:

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Yes, but not more than 50 miles from my current address

Yes, I would consider it, but only to one of these locations:

\_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_

No, I prefer not to relocate, but I would consider relocation if necessary to obtain the right position.

No, I will not relocate under any circumstances.

Other

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## ***Ten Achievements***

**T**his is a classic career development exercise. Numerous variations of it have been successfully used by thousands of career experts with hundreds of thousands of candidates over the past 50 years.

Lee Hecht Harrison has found it to be particularly useful for candidates who have doubts or questions about career direction. An analysis of selected achievements is a useful tool in clarifying skills, interests and values. Past achievements often indicate talents, abilities and potential and can point the way to future achievements. Completing this exercise, therefore, can contribute to helping you make appropriate career choices.

What do we mean by achievements? Lee Hecht Harrison candidates generally are not people who have won Nobel or Pulitzer prizes or founded billion dollar companies. What we are looking for are the normal achievements within the scope of your normal activities, both in and out of work. These could also be called accomplishments or successes.

For this exercise, we define achievements as: things you did particularly well and are proud of, regardless of the opinion of others. These will also be instances where your motivation was high and where you enjoyed what you were doing.

**Using that definition of achievements, what are your 10 achievements that best fit this description?** If possible, include some from your early life (even childhood) as well as from your adult life. You may use achievements at work or away from work. You may find it most useful to create a longer list and then narrow it down to 10. Look at the examples on Page 6 and then fill in your achievements on Page 7. Do not attempt a detailed description of them. Simply title each and mention the main thing you did and give the overall results.

## Examples:

-  **Introduced a new product:** *As a marketing manager, introduced a new frozen food product line and took it to \$28 million in sales in the first year – more than double management’s projection.*
-  **Built our dream house:** *My husband and I designed, built and decorated our dream house. We love it, and people admire it.*
-  **Rebuilt a company:** *As a general manager, took profits of a software company from 4% to 32% in two years.*
-  **Helped win the championship:** *Pitched six scoreless innings in a Little League statewide championship game. We won.*
-  **Reorganized the department:** *Inherited a department of 16 (downsized from 24). Reorganized work and trained people so we got it all done, usually in a 40-hour week. And they all liked me.*
-  **Threw a New Year’s Eve party for 50 without using a caterer.** *Six years later, people are still talking about how great it was and comparing other parties to it. (So far, no other party has come close.)*
-  **Made money in real estate:** *Over the past 12 years, made nearly \$100,000 in my real estate “hobby.”*
-  **Started new charities:** *As President of my synagogue, got about 50 new people involved in three new charitable activities.*

## Your Ten Achievements

Following the instructions on the preceding pages, list your 10 selected achievements below:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

### ***Your Professional Objective***

**W**hat kind of work are you interested in finding at this point in your career? Please describe your ideal job as well as more practical possibilities. In both cases, be as specific as you can, using descriptions of the organization and what it does, as well as describing the kind of work you want to do, using job titles if possible. Perhaps researching the companies on their websites will help you with this.

We understand that some candidates are not yet clear on what kind of work they are seeking. If you are in this category, please do the best you can at this point.

#### **Description of Your Ideal Job and Organization:**

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#### **Immediate Objectives (Please list five specific possible jobs):**

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**Desired Compensation:** \$ \_\_\_\_\_

**Compensation range you would actually consider:**

\$ \_\_\_\_\_ to \$ \_\_\_\_\_



## Your Long-term Career Objectives

**Where do you want to go in your career?** Where do you want to be in 5, 10 or 15 years? Imagine yourself at the end of your career looking back. What is it that you want to see? Please list as clearly as you can at this point your long-term career objectives.

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## Adverse Factors

**What are the adverse factors – or possible barriers –** to attaining any of the long- or short-term objectives you just listed? Please be completely honest and list anything that might interfere with your getting what you want in your career.

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## *Employment History*

**T**he following pages are a complete employment overview. Questions on these topics are always asked in employment interviews and applications. The listing also will help in planning what to include and what to leave out of your resume, as well as what to cover in an interview, and how best to cover it.

Please treat military service as a job or series of jobs. Extensive or prolonged volunteer work should also be described as work experience, especially if you were not gainfully employed at the time. Part-time and summer jobs should be included.

## EMPLOYMENT HISTORY

### Position #1

*(most recent)*

**Organization:** \_\_\_\_\_ **Dates with organization:** \_\_\_\_\_ to \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Dates in this title:** \_\_\_\_\_ to \_\_\_\_\_

**Title of person you reported to (not the name):** \_\_\_\_\_

**Compensation:** \$ \_\_\_\_\_  
*(label base salary, bonus and commissions)*

### Your Responsibilities

Describe your responsibilities in this job, starting with the general functional area (i.e., legal, marketing, finance, operations). Exactly what did you do? List the duties of the job in order of importance – not as they appeared in the job description, but as they actually were. What results were you expected to produce? What resources did you have (people reporting to you, budgets, and facilities)? What committees or task forces were you involved with?

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### Your Performance

List all concrete evidence of satisfactory (or better) performance. Include salary increases, promotions, bonuses, performance ratings, goals exceeded, etc.

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### Likes

What did you like most about this job?

Please list at least three, even if you liked nothing much.

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### Dislikes

What did you like least about this job?

Please list at least three, even if you liked everything a great deal.

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## EMPLOYMENT HISTORY

*(most recent)*

### Your Accomplishments

Please list below your six most important accomplishments in this job (from the organization's point of view, not yours). LHH recommends the **SOAR** format where you: **S** - Describe the situation; **O** - Describe the obstacles you faced; **A** - List the actions you took; **R** - Describe the results you helped obtain.

List them in order of importance, starting with the most important even if you were not entirely satisfied with what you achieved. Small routine accomplishments are often just as important as large dramatic ones. If you have more than six to choose from, select a variety, representing abilities in different areas. Listing more than six accomplishments for jobs in the most recent five years can be useful.

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4.

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5.

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6.

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### Your reasons for leaving this job

Why did you leave? If you were involuntarily terminated, say so and be frank about what you believe were the real reasons. Do not simply replay the "official" story.

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**EMPLOYMENT HISTORY**

**Position #2**

*(2<sup>nd</sup> most recent)*

**Organization:** \_\_\_\_\_ **Dates with organization:** \_\_\_\_\_ to \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Dates in this title:** \_\_\_\_\_ to \_\_\_\_\_

**Title of person you reported to (not the name):** \_\_\_\_\_

**Compensation:** \$ \_\_\_\_\_  
*(label base salary, bonus and commissions)*

**Your Responsibilities**

Describe your responsibilities in this job, starting with the general functional area (i.e., legal, marketing, finance, operations). Exactly what did you do? List the duties of the job in order of importance – not as they appeared in the job description, but as they actually were. What results were you expected to produce? What resources did you have (people reporting to you, budgets, facilities)? What committees or task forces were you involved with?

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**Your Performance**

List all concrete evidence of satisfactory (or better) performance. Include salary increases, promotions, bonuses, performance ratings, goals exceeded, etc.

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**Likes**

What did you like most about this job?  
Please list at least three, even if you liked nothing much.

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**Dislikes**

What did you like least about this job?  
Please list at least three, even if you liked everything a great deal.

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**EMPLOYMENT HISTORY**  
*(2<sup>nd</sup> most recent)*

**Your Accomplishments, in SOAR format** (see explanation on page 11)

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4.

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5.

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6.

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**Your reasons for leaving this job** (see explanation on page 11)

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## EMPLOYMENT HISTORY

### Position #3

(3<sup>rd</sup> most recent)

Organization: \_\_\_\_\_ Dates with organization: \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates in this title: \_\_\_\_\_ to \_\_\_\_\_

Title of person you reported to (not the name): \_\_\_\_\_

Compensation: \$ \_\_\_\_\_  
*(label base salary, bonus and commissions)*

### Your Responsibilities

Describe your responsibilities in this job, starting with the general functional area (i.e., legal, marketing, finance, operations). Exactly what did you do? List the duties of the job in order of importance – not as they appeared in the job description, but as they actually were. What results were you expected to produce? What resources did you have (people reporting to you, budgets, facilities)? What committees or task forces were you involved with?

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### Your Performance

List all concrete evidence of satisfactory (or better) performance. Include salary increases, promotions, bonuses, performance ratings, goals exceeded, etc.

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### Likes

What did you like most about this job?  
Please list at least three, even if you liked nothing much.

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### Dislikes

What did you like least about this job?  
Please list at least three, even if you liked everything a great deal.

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**EMPLOYMENT HISTORY**  
*(3<sup>rd</sup> most recent)*

**Your Accomplishments, in SOAR format** (see explanation on page 11)

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4.

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5.

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**Your reasons for leaving this job** (see explanation on page 11)

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## EMPLOYMENT HISTORY

### Position #4

(4<sup>th</sup> most recent)

Organization: \_\_\_\_\_ Dates with organization: \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates in this title: \_\_\_\_\_ to \_\_\_\_\_

Title of person you reported to (not the name): \_\_\_\_\_

Compensation: \$ \_\_\_\_\_  
*(label base salary, bonus and commissions)*

### Your Responsibilities

Describe your responsibilities in this job, starting with the general functional area (i.e., legal, marketing, finance, operations). Exactly what did you do? List the duties of the job in order of importance – not as they appeared in the job description, but as they actually were. What results were you expected to produce? What resources did you have (people reporting to you, budgets, facilities)? What committees or task forces were you involved with?

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### Your Performance

List all concrete evidence of satisfactory (or better) performance. Include salary increases, promotions, bonuses, performance ratings, goals exceeded, etc.

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### Likes

What did you like most about this job?

Please list at least three, even if you liked nothing much.

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### Dislikes

What did you like least about this job?

Please list at least three, even if you liked everything a great deal.

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**EMPLOYMENT HISTORY**  
*(4<sup>th</sup> most recent)*

**Your Accomplishments, in SOAR format** (see explanation on page 11)

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5.

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6.

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**Your reasons for leaving this job** (see explanation on page 11)

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## EMPLOYMENT HISTORY

### Position #5

(5<sup>th</sup> most recent)

**Organization:** \_\_\_\_\_ **Dates with organization:** \_\_\_\_\_ to \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Dates in this title:** \_\_\_\_\_ to \_\_\_\_\_

**Title of person you reported to (not the name):** \_\_\_\_\_

**Compensation:** \$ \_\_\_\_\_  
*(label base salary, bonus and commissions)*

### Your Responsibilities

Describe your responsibilities in this job, starting with the general functional area (i.e., legal, marketing, finance, operations). Exactly what did you do? List the duties of the job in order of importance – not as they appeared in the job description, but as they actually were. What results were you expected to produce? What resources did you have (people reporting to you, budgets, facilities)? What committees or task forces were you involved with?

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### Your Performance

List all concrete evidence of satisfactory (or better) performance. Include salary increases, promotions, bonuses, performance ratings, goals exceeded, etc.

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### Likes

What did you like most about this job?

Please list at least three, even if you liked nothing much.

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### Dislikes

What did you like least about this job?

Please list at least three, even if you liked everything a great deal.

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## EMPLOYMENT HISTORY

### Position #6

(6<sup>th</sup> most recent)

Organization: \_\_\_\_\_ Dates with organization: \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates in this title: \_\_\_\_\_ to \_\_\_\_\_

Title of person you reported to (not the name): \_\_\_\_\_

Compensation: \$ \_\_\_\_\_  
*(label base salary, bonus and commissions)*

### Your Responsibilities

Describe your responsibilities in this job, starting with the general functional area (i.e., legal, marketing, finance, operations). Exactly what did you do? List the duties of the job in order of importance – not as they appeared in the job description, but as they actually were. What results were you expected to produce? What resources did you have (people reporting to you, budgets, facilities)? What committees or task forces were you involved with?

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### Your Performance

List all concrete evidence of satisfactory (or better) performance. Include salary increases, promotions, bonuses, performance ratings, goals exceeded, etc.

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### Likes

What did you like most about this job?  
Please list at least three, even if you liked nothing much.

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### Dislikes

What did you like least about this job?  
Please list at least three, even if you liked everything a great deal.

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## EMPLOYMENT HISTORY

### Position #7

(7<sup>th</sup> most recent)

Organization: \_\_\_\_\_ Dates with organization: \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates in this title: \_\_\_\_\_ to \_\_\_\_\_

Title of person you reported to (not the name): \_\_\_\_\_

Compensation: \$ \_\_\_\_\_  
*(label base salary, bonus and commissions)*

### Your Responsibilities

Describe your responsibilities in this job, starting with the general functional area (i.e., legal, marketing, finance, operations). Exactly what did you do? List the duties of the job in order of importance – not as they appeared in the job description, but as they actually were. What results were you expected to produce? What resources did you have (people reporting to you, budgets, facilities)? What committees or task forces were you involved with?

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### Your Performance

List all concrete evidence of satisfactory (or better) performance. Include salary increases, promotions, bonuses, performance ratings, goals exceeded, etc.

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### Likes

What did you like most about this job?

Please list at least three, even if you liked nothing much.

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### Dislikes

What did you like least about this job?

Please list at least three, even if you liked everything a great deal.

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## EMPLOYMENT HISTORY

### Position #8

(8<sup>th</sup> most recent)

**Organization:** \_\_\_\_\_ **Dates with organization:** \_\_\_\_\_ to \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Dates in this title:** \_\_\_\_\_ to \_\_\_\_\_

**Title of person you reported to (not the name):** \_\_\_\_\_

**Compensation:** \$ \_\_\_\_\_  
*(label base salary, bonus and commissions)*

### Your Responsibilities

Describe your responsibilities in this job, starting with the general functional area (i.e., legal, marketing, finance, operations). Exactly what did you do? List the duties of the job in order of importance – not as they appeared in the job description, but as they actually were. What results were you expected to produce? What resources did you have (people reporting to you, budgets, facilities)? What committees or task forces were you involved with?

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### Your Performance

List all concrete evidence of satisfactory (or better) performance. Include salary increases, promotions, bonuses, performance ratings, goals exceeded, etc.

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### Likes

What did you like most about this job?

Please list at least three, even if you liked nothing much.

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### Dislikes

What did you like least about this job?

Please list at least three, even if you liked everything a great deal.

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**YOUR EMPLOYERS**

**MOST RECENT EMPLOYER**

**Information on employers** – especially recent ones – is sometimes asked at interviews. Even when not asked, it can be a useful addition. This page and the following two pages are designed to collect basic employer information.

**Organization:** \_\_\_\_\_

**Dates with organization:** \_\_\_\_\_ to \_\_\_\_\_

Industry or sector and main competitors, if any:

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What does this organization do? (principal products or services):

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Size of the organization (# employees, annual revenue, budgets, # units, etc.):

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If the organization is part of a larger one (e.g., a parent company or larger agency), give the same information on the larger organization, including its name:

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If the organization as a whole did well during your employment, list any indications of how well (e.g., % profit increase, growth, comments by expert outsiders):

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Size and mission of your department or unit:

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Describe climate and/or culture. How were things done? What did you like/not like?

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**YOUR EMPLOYERS**

**2<sup>nd</sup> MOST RECENT EMPLOYER**

**Organization:** \_\_\_\_\_

**Dates with organization:** \_\_\_\_\_ to \_\_\_\_\_

Industry or sector and main competitors, if any:

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What does this organization do? (principal products or services):

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Size of the organization (# employees, annual revenue, budgets, # units, etc.):

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If the organization is part of a larger one (e.g., a parent company or larger agency), give the same information on the larger organization, including its name:

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If the organization as a whole did well during your employment, list any indications of how well (e.g., % profit increase, growth, comments by expert outsiders):

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Size and mission of your department or unit:

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Describe climate and/or culture. How were things done? What did you like/not like?

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**YOUR EMPLOYERS**

**3rd MOST RECENT EMPLOYER**

**Organization:** \_\_\_\_\_

**Dates with organization:** \_\_\_\_\_ to \_\_\_\_\_

Industry or sector and main competitors, if any:

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What does this organization do? (principal products or services):

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Size of the organization (# employees, annual revenue, budgets, # units, etc.):

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If the organization is part of a larger one (e.g., a parent company or larger agency), give the same information on the larger organization, including its name:

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If the organization as a whole did well during your employment, list any indications of how well (e.g., % profit increase, growth, comments by expert outsiders):

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Size and mission of your department or unit:

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Describe climate and/or culture. How were things done? What did you like/dislike?

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### EDUCATION

Please start with your most recent formal education and work back to the secondary level.

Educational Institution and Location	Degree Date <small>(or dates of attendance)</small>	Major or Concentration	GPA or Rank <small>(and any scholastic honors)</small>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list your extracurricular activities at each of the above institutions.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Additional Training

Please list training programs of any kind you have completed, other than the formal education listed above.

Name of course and who conducted it	Principal Course Content	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Business or Professional Activities

**Please list memberships** in business or professional associations. Mention any offices you held or committees you served on. Include (or attach) a list of publications, patents or copyrights.

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**List the business or professional publications and blogs** you read regularly.

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**List any licenses or certifications** (e.g. engineering license, CPA)

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## Non-work Activities

**List all religious, community, political and organized social activities.** Include the names of any organizations you are (or were) a member of, and any offices you hold (or held) in any of them. Note whether they are past or present affiliations.

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**List all of your current and past recreational activities.** Note whether they are past or present activities.

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## Languages

**Please list any languages** that you speak, read or write. Include your level of proficiency for each.

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## Your Professional or Managerial Assets and Liabilities

**A professional is someone who works with a clearly defined body of expertise.** Marketing, accounting, sales, information technology, human resources and management are all examples. A manager is someone who knows how to get things done - someone who develops strategy, establishes plans, uses control procedures, organizes people and resources, and coordinates an overall effort.

**What are your assets and liabilities as a manager or a non-management professional?**

Please discuss them in the space provided below.

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## Career Progress Analysis

**Are you satisfied with your career progress?** If not, why not? Career satisfaction can be more than an achieved income level. Dissatisfaction can be of many kinds. If you are not satisfied with your career progress to date, explain why. Please relate your dissatisfaction to the particular circumstances of its occurrence and give an account of its causes.

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## Possible References

**List references you might consider contacting as part of the employment process**

Please complete the entire list of 12, even though you may not need all of them. You will decide later which ones you actually want to use. You may use different references in different situations. Extra references often turn out to be useful in other ways.

Include both work and personal references, and list their relationship to you (e.g., former boss, co-worker, personal friend, former teacher). List current organizations and titles for every reference, even for personal friends. Lee Hecht Harrison will NOT contact any of these.

Name	Organization and Title	Relationship to you
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

## **Is There Anything Else?**

Record here any relevant career information not covered elsewhere in this Career Profile.

# LEE HECHT HARRISON

## **About Lee Hecht Harrison.**

Lee Hecht Harrison is the global talent development leader with more than 2,000 consultants in 300+ offices in 67 countries.

We connect people to jobs through innovative career transition services and help individuals improve performance through career and leadership development. LHH assists organizations in supporting restructuring efforts, developing leaders at all levels, engaging and retaining critical talent, and maintaining productivity through change. This results in helping organizations increase profitability by maximizing their return on investment in developing people, while assisting individuals to achieve their full potential.

Lee Hecht Harrison is a part of Adecco Group, the world leader in workforce solutions with more than 6,600 offices in more than 70 countries and territories around the globe. For more information, please visit [LHH.com](http://LHH.com).