PRACTICAL RESOURCE / JOBCOACH

Jobcoach - Career Profile Worksheet

This is a blank writing guide. It is not a restorable JSON backup.

Introduction

Professional name:

Headline:

City or region:

Professional contact and links:

Summary:

EXPERIENCE (repeat as needed)

Role / contribution:

Organization or context:

Dates:

What I did:

Result and evidence I can support:

Include in resume? Portfolio?

PROJECTS (repeat as needed)

Title and context (label practice projects):

Problem:

My contribution:

Result / evidence:

Public work-sample link and permission to share:

ACHIEVEMENT BANK (PRIVATE - repeat up to 30 stories in the builder)

Private label / when:

Setting (paid work, learning, volunteering, caregiving, personal or practice project):

Skills / themes:

Situation:

Task / my responsibility:

My action:

Result (or what is still unknown):

Private evidence reference / claims to check:

What I learned:

Separate summary I would be comfortable sharing:

Where could I reuse that reviewed summary?

Interview question this story can answer:

My practice answer:

Review: my contribution, supported claims, clear setting, learning, permission to share.

Stories and practice answers stay out of resumes and portfolios unless I separately copy a reviewed summary into a selected entry.

Education, Credentials, And Learning

Qualification / course:

Provider:

Completed or in progress:

Dates / expiry where relevant:

What I applied:

Additional Strengths

Skills and tools with examples:

Languages and proficiency:

Awards / publications:

Volunteering / community contributions:

Builder Dna (Optional)

My own result from https://go.waymaker.cx/discover-your-dna

Profile label:

Strengths I recognize:

How I collaborate:

A real example:

Private dimension notes, support ideas, and reflections:

Which specific highlights would I choose for a portfolio?

Use the result for reflection, not as a credential or prediction.

Private Direction And Planning

Target roles / industries:

Work preferences and values:

Learning priorities:

One goal and a review date:

A realistic routine:

Next task:

Resume Versions

Private version label (for example: role, organization, and date):

Headline / summary for this opportunity:

Relevant entries and style to include:

Keep a fixed copy in the builder, then download a full backup to preserve it.

Saved copies are independent of later profile edits.

Review Before Sharing

Choose relevant content. Check dates, names, and claims.

Keep original source text, planning, and private notes out of employer-facing files.

Check work-sample permissions and contact details.

Review every page of the exported document.

https://jobcoach.cc/career-profile/