



Career Planner & Resume Workbook

Build Your Career, Create a Professional Resume & Land Better Job Opportunities

MoneyOnliners Learning Resources

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Category



Career Development Workbook

Companion Academy

Career Academy

Website

www.moneyonliners.com

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Welcome

Building a successful career requires more than writing a good resume.

It means understanding your strengths, identifying opportunities, developing valuable skills, presenting yourself professionally, and continuously improving throughout your career.

This workbook helps you organize every stage of your career journey—from choosing your direction to applying for jobs, preparing for interviews, and planning long-term professional growth.

Learning Outcomes

By completing this workbook you will:

- ☒ Clarify your career goals
- ☒ Identify your strengths and transferable skills
- ☒ Build a professional resume
- ☒ Create a compelling cover letter
- ☒ Improve your LinkedIn profile
- ☒ Organize job applications

☒ Prepare confidently for interviews

Before You Begin

Career Readiness Checklist

- ☐ I am ready to invest in my professional growth.
 - ☐ I will complete every activity honestly.
 - ☐ I understand that career development is a continuous journey.
 - ☐ I am committed to learning and improving.
-

My Career Goal

What career would you like to have within the next three years?

Why is this important?

Career Assessment

Rate Yourself

Area	Rating
Communication	★ ★ ★ ☆ ☆
Technical Skills	★ ★ ☆ ☆ ☆

Area	Rating
Leadership	★ ★ ★ ☆ ☆
Teamwork	★ ★ ★ ★ ☆
Problem Solving	★ ★ ★ ☆ ☆
Confidence	★ ★ ☆ ☆ ☆
Professional Networking	★ ★ ☆ ☆ ☆

Reflection

Which three skills will have the greatest impact on your career?

1. _____
 2. _____
 3. _____
-

Mini Case Study

David's Story

David had experience but struggled to get interviews because his resume listed job duties instead of achievements. He rewrote his resume to highlight measurable results, updated his LinkedIn profile, and kept a record of every application. Within two months he received more interview invitations and secured a new position.

Key Lesson: Presenting your achievements clearly can improve your chances of getting noticed.

My Career Vision

Five-Year Vision

Where do you want your career to be in five years?

Career Values

Choose the values that matter most to you.

- ☐ Meaningful work
 - ☐ Financial growth
 - ☐ Flexibility
 - ☐ Leadership
 - ☐ Creativity
 - ☐ Work-life balance
 - ☐ Continuous learning
 - ☐ Helping others
-

Skills & Strengths Assessment

Technical Skills

Skill	Current Level	Target Level
Computer Skills	Beginner	Intermediate
Microsoft Office	Intermediate	Advanced
Data Analysis	Beginner	Intermediate
AI Tools	Beginner	Intermediate

Transferable Skills

Rate your confidence.

Skill	Rating
Communication	★ ★ ★ ☆ ☆
Time Management	★ ★ ★ ☆ ☆
Teamwork	★ ★ ★ ★ ☆
Adaptability	★ ★ ★ ☆ ☆
Critical Thinking	★ ★ ★ ☆ ☆

Resume Builder Workbook

Resume Checklist

- ☐ Professional contact details
- ☐ Strong professional summary
- ☐ Relevant work experience
- ☐ Education
- ☐ Skills section
- ☐ Certifications
- ☐ Achievements
- ☐ References (if appropriate)

Achievement Builder

Instead of listing duties, describe accomplishments.

Situation	Action	Result
-----------	--------	--------

_____	_____	_____
-------	-------	-------

_____	_____	_____
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Professional Summary Draft

Write a short summary introducing your experience, strengths, and career goals.

Cover Letter Planner

Employer

Position

Why am I interested?

Why am I a strong candidate?

LinkedIn Profile Planner

Profile Checklist

☐ Professional photo

☐ Clear headline

☐ About section

☐ Experience

☐ Skills

☐ Certifications

☐ Featured work

☐ Recommendations

My Professional Headline

Job Search Strategy

My Target Industries

☐ Technology

☐ Finance

☐ Healthcare

☐ Education

☐ Marketing

☐ Government

☐ Remote Work

☐ Other

Companies I Want to Work For

Company Position Why I'm Interested

Job Application Tracker

Date Company Position Status Follow-Up

_____ _____ _____ Applied _____

_____ _____ _____ Interview _____

_____ _____ _____ Offer _____

Interview Preparation

Common Questions

Tell me about yourself.

Why do you want this role?

What are your strengths?

Describe a challenge you overcame.

STAR Story Planner

Situation Task Action Result

_____ _____ _____ _____

Salary Negotiation Planner

My Research

Expected salary range:

Minimum acceptable salary:

Target salary:

My Value Statement

Why am I worth this salary?

Professional Networking Planner

People I Want to Connect With

Name Industry Next Action

Career Development Plan

Courses or Certifications

Course Provider Target Date

Skills to Develop

Skill First Action Deadline

12-Month Career Roadmap

Quarter 1

Update resume, LinkedIn profile, and job search strategy.

Quarter 2

Apply for targeted opportunities and improve interview skills.

Quarter 3

Expand professional network and gain new certifications.

Quarter 4

Review progress and set new career goals.

Career Progress Dashboard

Metric	Goal	Actual
--------	------	--------

Applications Sent	_____	_____
-------------------	-------	-------

Interviews	_____	_____
------------	-------	-------

Networking Events	_____	_____
-------------------	-------	-------

Certifications Completed	_____	_____
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Job Offers	_____	_____
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Final Reflection

Looking back on this workbook:

What career goal excites you the most?

What skill will make the biggest difference?

What will you work on next?

Completion Checklist

- ☒ Assessed my strengths
 - ☒ Defined my career goals
 - ☒ Built my resume
 - ☒ Planned my cover letter
 - ☒ Improved my LinkedIn profile
 - ☒ Organized my job search
 - ☒ Prepared for interviews
 - ☒ Created a career development plan
-

Certificate of Completion

Congratulations!

You have completed the MoneyOnliners Career Planner & Resume Workbook.

You now have a structured plan for developing your career, presenting your professional experience effectively, and pursuing new opportunities with confidence. Continue updating your career plan as your experience, skills, and goals evolve.

My Commitment

I commit to continuous learning, maintaining a professional profile, preparing thoroughly for opportunities, and building a career that aligns with my values and long-term goals.

Signature: _____

Date: _____