



Defining Your Focus Worksheet

Industries of Interest Worksheet

Industries of Interest-Write down industries you are interested in (Construction, tech, energy, finance, ect.).

Functional Roles of Business-Circle functional roles you might be interested in

Human Resources: Hiring, compensation, employee management

Marketing: Promotion, sales, company growth

Customer Service: Interacting with customers

Sales: Generating revenue

Accounting and Finance: Accounting, auditing, planning, company financials

Distribution: Receiving and delivering orders

Research and Development: Innovation of new processes or producing new products

Production: Manufacturing, inventory management

Operations: Overseeing, designing, and maintaining the production process and business operations

IT Support: Data management , software development, software support

Purchasing: Procurement of raw materials, machineries, equipment and supplies

Legal Department: Oversees legal issues in all departments

If you have not yet decided what industry or role you want to pursue, complete this worksheet once you have.



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Career Path Research - Now that you have chosen functional roles, research career paths and write them down. From here you can research salary and experience needed.

Career Path

Role:

ERole Requirements?

Education Requirements?

Additional Information:

Compensation

Low Level Salary:

Mid Level Salary:

High Level Salary:

What am I willing to accept for compensation? What is reasonable with my education and experience?

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