

Sample career plan

Note - this is a generic example that demonstrates one way to think through your goals and structure a plan to achieve them. It is just one approach - there are others. The key is to identify the area you would like to work, research the requirements you must meet, and develop a workable plan to achieve your goals.

1. What is my career goal?

I want to obtain an associate's degree in Dental Hygiene and work as a Dental Hygienist.

2. What are the requirements and skills associated with my goal?

- Associate's degree in Dental Hygiene.
- Registered as a Dental Hygienist in Massachusetts.
- Knowledge of basic computer skills including Microsoft Word, Excel and Outlook.
- Familiarity with dental clinic operations.
- Speaking – Ability to talk to others to convey information effectively.
- Critical Thinking – Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

3. What are my current skills, strengths, and interests?

- Really enjoy working with people.
- Interested in the health care field.
- Gained experience through summer volunteer work at hospital.
- Proficient in Microsoft Word, Excel, Powerpoint and Outlook.
- Achieved a 3.75 grade point average in high school biology and algebra.
- Played basketball and softball junior year high school.
- Served as class vice-president my junior year

4. What is my plan to accomplish my career goal?

- Meet with several current serving Hygienists to gain their insights and recommendations.
- Volunteer at a local dental clinic in the summer between my junior and senior year high school to learn how a clinic operates.
- Take on on-line chemistry course over the summer to develop a basic understanding of chemistry.
- Obtain an Associate's Degree in Dental Hygiene.
- Obtain a Massachusetts Dental Hygienist license.
- Join several industry professional organizations to expand my understanding of the profession (American Dental Hygienist Association, ...)
- Obtain an entry-level job as a Dental Hygienist to gain practical experience.
- At the 3-year mark assess my next action to advance my career. Options could include entering a degree-completion program to turn my Associate's Degree into a Baccalaureate Degree, moving into a different aspect of the dental hygienist field.