
Career Skills and Experience Audit

Thinking about your last 4 jobs. For each role you've had, detail:

- Job title
- Brief Description
- Job Purpose (in headline terms, why did the role exist?)
For example, To keep our customers happy/To develop cutting edge products/To keep the department on track & delivering
- Key activities
- Skills you used
- Tools & Technology you used
- Technical Knowledge you needed

Thinking about your career as a whole:

1. What have been your stand-out moments?
2. What have people most valued about your contributions?
3. What impact has your work had on
 - a. Your team/people you've managed
 - b. Your peers
 - c. Your customers/clients
 - d. The organization as a whole
4. What have you learned along the way?

Thinking about you:

- What are your top 4 business strengths?
- What's your true area of expertise or specialism?

Finally:

Sum up your work contribution in 6 words

_____	_____	_____
_____	_____	_____

Sum up your career to date in 2 sentences

Use your answers to summarise the experience you've gained and the skills you've developed across your career to date. Identify any common themes. Think about what story these key messages tell about you to a future employer.