



Career Profile Update

First Name, Last Name

Most Recent Employer: _____ Title: _____

City/ST: _____ Date Started: _____

1. What have you done at your current job that helped your employer make money, save money, or become more efficient and productive? Include quantifiable numbers in either dollar signs or percentages. _____

2. List conferences attended. Include workshop titles, dates, city, and name of sponsoring organization. Remember to save the certificates of attendance. _____

3. List certificates, licenses, or degrees earned. _____

4. Include awards or honors. _____

5. List new computer skills learned. Don't forget to include the names of any proprietary software used in your industry. _____

6. Additional accomplishments: List the names of any major accounts you landed, customer service satisfaction ratings, mergers & acquisitions, capital improvement projects, positive publicity, promotions, professional organizations joined, or anything not mentioned above.

