

Career Persona Worksheet

Use this worksheet to build a snapshot of a potential job target. Fill out one sheet per career option to help compare your choices.

Job Title:

Training & Education Needs:

(What certifications, degrees, or courses are typically required?)

Required Hard Skills:

(Technical or job-specific abilities needed to perform the role)

Required Soft Skills:

(Personal or interpersonal traits that help someone succeed in this role)

Work Environment:

(Consider setting, team dynamics, pace, physical demands, etc.)

Entry Timeline:

(How soon could someone realistically start this job?)

Tip: Use one worksheet per job target, then compare side-by-side to decide which path to focus your job search on.