Student Career Journals:

- Taking and reacting to one or more self-assessment tests
- Contemplating, researching, and evaluating various majors and minors
- Tracking internships, volunteer opportunities, and other avenues of gaining valuable experience
- Reviewing key job-search trends and procedures
- Writing and polishing resume and cover letter
- Researching salary information and developing realistic salary goals
- Establishing and building your network of contacts
- Contemplating graduate programs and researching graduate schools

All Career Journals:

- Analyzing your current situation
- Brainstorming about your future career goals; seeing yourself in 5 years, in 10 years
- Establishing daily or weekly career-related objectives or tasks
- Developing action plans to achieve your objectives and tasks
- Keeping track of your daily career-related achievements, progress
- Making checklists to keep your progress moving forward
- Discovering and exploring your workplace values
- Writing a personal mission statement
- Preparing a SWOT (strengths-weakness-opportunities-threats) analysis
- Recording key information, such as network contacts, informational interviews, accomplishments, favorite activities, job interview results, etc.
- Expressing your reactions to job and career success and failures
- Writing and polishing your key job correspondence material - cover letters, resumes, thank you letters, etc.
- Practicing job interview questions - and answers
- Gathering salary information; conducting salary research

Why a Career Journal?

So, why should you consider writing a career journal? Because whether you are a student searching for career direction or an established job-seeker thinking of a job or career change -- or anywhere in between these two extremes -- you'll discover untold things about yourself, about your career field, and about job-hunting, all from simply keeping a career journal.

Using a career journal allows you the time to begin thinking about your current situation, brainstorming potential ideas, analyzing alternatives, formulating plans, implementing your solutions, documenting your successes (and failures), reflecting on your accomplishments, and learning more about yourself and your career. Journaling also gives you an outlet to express your emotions (good and bad) about your career progress.
Journaling Benefits

- Increased awareness
- Sharper focus
- Creative problem-solving
- Broader perspective
- Active thinking
- Empowers brainstorming
- Deeper level of analysis
- Stronger sense of self
- Generation of new ideas
- Clears the mind
- Life-changing potential
- Builds self-confidence
- Development of action plans
- Brings clarity of thought
- Greater honesty
- Self-paced learning
- Allows self-expression
- Integration of ideas, perspectives
- Uncovers unknown needs/wants
- Enhances self-expression
- Release of fears/tensions
- Awakens inner-self
- Stimulates self-growth
- Improved communications skills
- Better physical and mental health