

An affiliate of Middlebury College

Graduate School of Language and Educational Linguistics

Have you ever thought of ...

Source: Unknown

In the following lists, check those areas which you value or are important to you. If there are values which are of more importance than those listed below, add them to the list in the space provided.

- work in an office/outdoors
- small/mid-sized/large organization
- travel opportunities 25%, 50%, 80% of the time
- opportunity to relocate/not relocate
- contact/minimal/no contact with people outside your immediate department
- work alone/with people
- high/average income
- prestigious profession/work
- service to others
- stimulating, non-boring work
- variety in work
- unpredictability in work or daily activities
- structured environment
- independent work style
- teamwork
- manage others
- strong, well-known employer
- good training in a field
- work as a highly skilled professional
- work as technical person
- security of employment
- challenging assignments
- decision making options
- work overtime/work regular hours
- short/long commute to work
- time for family allowed
- options for vacations/time off
- chance to see actual results of your work
- commute by bus/car/bike
- high-risk assignments
- organized/laissez-faire/informal/maintaining-a-distance type of boss
- independence of action, without a lot of direction
- geographical location important
- not-for-profit group
- good advancement options
- work with things/people/numbers/computers/scientific & technical equipment/line

- organizations/staff departments
- willing to return to college/take a cut in pay/position to enter a new field
- willing to improve skills or acquire new ones to start new career
- maintain large career network
- leadership, plan, and give directions
- relaxed atmosphere

Skills You've Acquired

(Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Administering programs | <input type="checkbox"/> Analyzing data |
| <input type="checkbox"/> Advising people | <input type="checkbox"/> Budgeting |
| <input type="checkbox"/> Calculating numerical data | <input type="checkbox"/> Collecting money |
| <input type="checkbox"/> Compiling statistics | <input type="checkbox"/> Conducting experiments |
| <input type="checkbox"/> Coordinating events | <input type="checkbox"/> Dealing with customers |
| <input type="checkbox"/> Designing ads | <input type="checkbox"/> Drawing charts/graphs |
| <input type="checkbox"/> Editing | <input type="checkbox"/> Evaluating programs/products |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Generative ideas |
| <input type="checkbox"/> Handling complaints | <input type="checkbox"/> Implementing ideas |
| <input type="checkbox"/> Inspecting physical objects | <input type="checkbox"/> Interpreting languages |
| <input type="checkbox"/> Interviewing people | <input type="checkbox"/> 2 nd languages |
| <input type="checkbox"/> Languages | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Reading | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Speaking |
| <input type="checkbox"/> Speaking | <input type="checkbox"/> Business/Tech.Vocabulary |
| <input type="checkbox"/> Business/Tech.Vocabulary | <input type="checkbox"/> Maintaining files |
| <input type="checkbox"/> Making presentations | <input type="checkbox"/> Mediating between people |
| <input type="checkbox"/> Negotiating contracts | <input type="checkbox"/> Operating equipment |
| <input type="checkbox"/> Organizing people/projects/tasks | <input type="checkbox"/> Persuading others |
| <input type="checkbox"/> Planning programs/projects | <input type="checkbox"/> Problem solving |
| <input type="checkbox"/> Programming computers | <input type="checkbox"/> Promoting events |
| <input type="checkbox"/> Public speaking | <input type="checkbox"/> Recordkeeping |
| <input type="checkbox"/> Rehabilitating others | <input type="checkbox"/> Repairing mechanical devices |
| <input type="checkbox"/> Researching | <input type="checkbox"/> Running meetings |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> Selling products/services |
| <input type="checkbox"/> Supervising others | <input type="checkbox"/> Teaching others |
| <input type="checkbox"/> Updating files | <input type="checkbox"/> Writing articles/reports |
| <input type="checkbox"/> Using a computer | <input type="checkbox"/> Using software |
| <input type="checkbox"/> IBM | <input type="checkbox"/> Excel |
| <input type="checkbox"/> Macintosh | <input type="checkbox"/> Lotus |
| <input type="checkbox"/> Mainframe | <input type="checkbox"/> PageMaker |
| <input type="checkbox"/> Other(s) | <input type="checkbox"/> QuarkXPress |
| | <input type="checkbox"/> Windows |
| | <input type="checkbox"/> Word |
| | <input type="checkbox"/> WordPerfect |
| | <input type="checkbox"/> Other(s) |