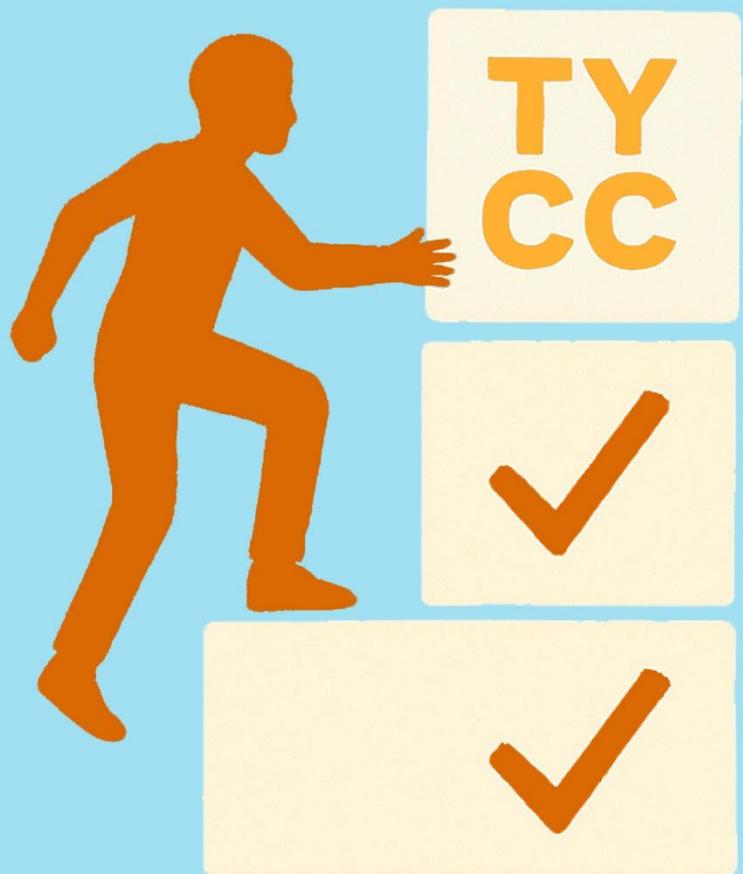


The Youth Career
Counsellor

CAREER CONFIDENCE CHECKLIST

CONFIDENCE
ISN'T LUCK,
IT'S
PREPARATION



www.theyouthcareercounsellor.com.au



Your FREE 2-Page Career Confidence Checklist
A quick self-audit for parents & teens (10 min)

How to use

Set a timer for 10 minutes. Read each statement and tick ✓ if it's true for you right now. Be honest: this helps you spot your biggest readiness gaps!

1. Self-Awareness

- I can name my top 3 personal values (e.g. creativity, security, growth).

- I know my key strengths and enjoy doing them.

- I can explain a past success that used those strengths.

- I've reflected on any areas I'd like to improve.

2. Career Exploration

- I've researched at least 3 different career paths.
- I understand the day-to-day tasks of one preferred role.
- I've talked to someone (friend, family, mentor) about their job.
- I've noted any qualifications or training required.

3. Goal Clarity

- I have a short-term (6 month) goal for skills or experience.

- I have a medium-term (1-2 year) goal for study or certification.

- I can describe my "next step" in one sentence.

Tip: "Use SMART goals: Specific, Measurable, Achievable, Relevant, Time-bound."

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4. Application Materials

- My résumé/CV is up to date with my latest achievements.
- I have a tailored cover-letter template ready.
- My LinkedIn/profile reflects my goals and skills.

5. Interview Readiness

- I can clearly explain “tell me about yourself” in 30 seconds.

- I’ve practised answers to 3 common interview questions.
- I know one example that shows problem-solving in action.

- I’ve researched the company or field I’m applying to.

Tip: “STAR = Situation, Task, Action, Result.”

6. Support & Next Steps

- I’ve identified at least 2 people who can mentor or advise me.
- I know where to find reliable resources (webinars, articles).
- I’ve blocked time in my calendar to tackle my “next step.”

Quick Review

Biggest Gaps:

1. _____

2. _____

My Next Action:
