

Make room for your next step.

A practical workbook for exploring a direction, recognizing your contribution, and turning experience into a clearer story.

A LITTLE TIME. A USEFUL START.

Set aside 20-30 minutes. Write in a printed copy or take notes alongside the pages. Choose one real career question. You do not need every answer to begin.

What career question am I working through?

Choose one: direction, telling my story, preparing for an interview, or another specific question.

What do I want more of in my work?

Think about activities, environments, people, and the contribution that feels meaningful.

MY NAME / INITIALS

DATE

Start with evidence you have.

Useful career stories begin with real examples. Include paid work, study, volunteering, caregiving, projects, or community involvement.

A moment when I helped something move forward

What was happening? What was my role? What did I do that mattered?

A second moment that shows a strength

What skill or habit did I use? What feedback, outcome, or change helps me explain it?

LOOK FOR THE THREAD.

Underline two strengths that appear in your examples. For each, identify one action that makes the strength visible. "Communication" becomes clearer when you explain who needed what information and how you helped.

Tell the story clearly.

Help another person understand your contribution. Keep your role and results accurate; a useful story does not need inflated numbers.

EXAMPLE / A STARTING POINT, NOT A CLAIM ABOUT YOU

Situation: A student group was missing event updates. Action: I gathered questions and organized a single weekly message. Result: Members had one reliable place to find the next step. Learning: Clear routines can make participation easier.

Situation + my specific action

What needed attention, and what did I personally do? Use verbs someone can picture.

Result + what I learned

What changed? Use a verified outcome or qualitative observation. What can I explain honestly?

TRY ONE SENTENCE

I [specific action] to help [person or group] with [need], which led to [observable result].

If the result is unknown, explain the purpose and your action without inventing an outcome.

Make the relevance visible.

Choose a real role, project, or professional conversation. Connect your experience to what that audience needs.

What does this opportunity actually ask for?

Identify two priorities from the role or context. Highlight language you can support with evidence.

Where does my experience connect?

Match a priority to one example from page 2. Note a gap as a learning question, not a skill you already have.

What question would help me learn more?

Ask about the work, expectations, team, or a path to build relevant experience.

PRACTICE ALOUD

Tell your story in 60-90 seconds. Ask a listener: What contribution was clear? What needs more detail? What would you ask next? Revise one thing and try again.

Choose the next useful step.

Keep the action small enough to do and meaningful enough to learn from. You can return to this page as your direction changes.

In the next seven days, I will...

Name a specific action, the date you will take it, and who can offer useful feedback.

If I get stuck, then I will...

Anticipate one obstacle and choose a response within your influence.

At my 30-day check-in, I will notice...

What did I try? What did I learn? What will I keep, change, or investigate next?

WANT A THOUGHTFUL PARTNER FOR THE NEXT STEP?

Request career clarity, resume-storytelling, or interview-preparation support at eriii.com/career-services. Fit, availability, and any fee are discussed before a session is confirmed.