

# Personal Career Development Plan

Date: [Insert Date]

To: [Your Name]

From: [Your Supervisor's Name]

Subject: Personal Career Development Plan

## 1. Career Goals

My primary career goal is to [insert short-term goal] within the next [insert time frame]. My long-term objective is to [insert long-term goal] over the next [insert time frame].

## 2. Current Skills and Competencies

- [Skill 1]
- [Skill 2]
- [Skill 3]

## 3. Areas for Improvement

- [Area 1]
- [Area 2]
- [Area 3]

## 4. Action Plan

1. [Action Step 1] - [Deadline]
2. [Action Step 2] - [Deadline]
3. [Action Step 3] - [Deadline]

## 5. Resources Needed

To achieve these goals, I will need the following resources: [list resources].

## 6. Evaluation and Review

I will review my progress on [insert review schedule].

Thank you for your support and guidance as I work towards my career development.

Sincerely,

[Your Name]

[Your Position]