

Sample Clarification Statements

Clarification Statements emerge from reflecting deeply on work experiences and life stories, and then gathering and organizing what comes from the reflection into 7 elements. Clarification Statements are valuable because they:

- Are present- and future-oriented, unlike a resume or LinkedIn profile which look backward
- Align thoughts and feelings with actions,
- Assert your desires, clarify your skills, and name your personal qualities, interests, influences, assets
- Strengthen your voice with professional vocabulary
- Identify 3 future possibilities.

Thousands of people have created Clarification Statements by working through the narrative assessment system from OneLifeTools, brought to life by the [Who You Are Matters!](#) game and [Online Storyteller](#) web application. Game players may expand on their Clarification Sketch and transform it into a Clarification Statement. See <https://onelifetools.com>

The Clarification Statements below were written by clients of CareerCycles, a team of talented career professionals in a career management practice. See www.careercycles.com. Co-founder of OneLifeTools, and CareerCycles practice leader, [Mark Franklin](#), includes his Clarification Statement at the end.

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#1 Early-career male

My **DESIRES**, which are what I'm wanting and what's important to me include:

- Job security
- Creative Input
- Advancement
- Working with people (connecting people with technology as opposed to working with technology)

The **STRENGTHS** I want to use are:

- Relating to diverse people
- Writing concisely and persuasively
- Japanese language skills
- Making people laugh/putting others at ease
- Effective presentations
- Creative/Imaginative thinking

My **PERSONAL QUALITIES** and how others describe me include:

- Someone who always gives his best effort no matter how small or large the task is
- Someone who is easy to get along with and enjoys making new friends
- Someone who likes to help others find solutions to their problems

My credibility and impact come from my **ASSETS** of:

- Four years experience teaching English in Japan, during which I have learned Japanese and also gained insight into Japanese culture
- Bachelor of Computer Science at Carleton University with work placements at Rim, Rove Mobile and Cognos
- Wide range of hobbies and interests

OTHER PEOPLE who influence me include:

- My parents, especially my father.

I'm most curious about exploring the **POSSIBILITIES** of:

- Training/Education position in a technology company, for example: Implementation/Pre or Post sales.
 - A Japanese - English translation position in Japan, Canada or the US, possibly with a video game company, Japanese comic company, or Japanese multinational corporation.
 - Writing/Technical writing position, for example: technical writing/translation in a video game company.
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#2 Mid–Career Male Career Statement

I have worked hard to build a career that I am proud of and which provided me with great experience and knowledge. I want to utilize my qualifications in a job that will build a clear career path for me to grow and excel in. I want a decent and stable income to ensure a good life for my family and a job that I love and look forward to go to the next day. I am optimistic and a survivor and willing to push as hard as I can to achieve. I am willing to make sacrifices to accomplish this. I enjoy communicating with people and have the ability to convince and negotiate to reach a mutual benefit especially with the use of supportive data. I enjoy challenge and stimulating tasks, to be productive and provide added value. I have direct sales, product management, training, coaching, and team management experience. I am meticulous, ethical and straightforward. I am a hard worker, efficient team member, committed and devoted and enjoy achievements and positive reinforcement.

It would be an easier path if I can go back to the pharmaceutical industry, as it is a field that I have worked hard in at different levels and had a successful career. I also would like to look at things that I always thought I would love to do like being part of a consulting team, provide training or teaching (post-secondary) where one can share experiences and combine theory with practice. Another passion is numbers and analysis (people always told me: 'you can read numbers and transfers them into words'). Starting a business has been an obsession that is challenging financially.

I am looking at different options that I hope will help me reach my goals. These options are based on a career change that will provide higher probability opportunities and where I can utilize my expertise.

- Pharmacist / BS in pharmacy: a licensed career where I can apply my pharmaceutical knowledge and on the long term manage a franchise / pharmacy
- Analytics Manager / MBA – Analytics: triggers a passion of using numbers, analysis, building recommendations, and consultancy. Provides exposure and networking capabilities; Career development centre; Utilize management, presentation, communication and negotiation skills
- HR Management / Postgraduate diploma in HR management: will help to know the laws and regulation of the country and workplace. Provides internship; Utilize people management, training, presentation, and communication skills
- Continuing a pharma job search with Recruiters, Online, Networking, Direct visits (field research), and Volunteering

#3 Later–Career Female Career Statement

I love to work outside the home 3 days a week. The work needs to fit my given capabilities. I would like to help and work with people, especially those with disabilities, to improve themselves. My values need to be with me each day (Spirituality, Love, Peace, Fun, Happiness, Health, Harmony and Positive Interactions). I search for meaning and authenticity. I want to be involved in a positive team and feel that I truly am appreciated and belong. I want to touch, influence and change others by sharing my compassion and ability to help people. To give back to the world what I have been blessed to receive. To share by offering faith support, and to apply my organizational skills, and my systems/process thinking in my occupation.

I want to focus my work more on my visual skills, and do less work with my auditory and complex analytical skills. I want to work more with people

rather than designing equipment. I am organized, responsible, excellent with routines, detailed, and supportive with co-workers. I am able to focus on details, make things happen and keep projects organized. I need to be allowed private workspace to allow myself full concentration. I would like to share and apply in my workplace my enhanced skills in Spanish, French, Human Factors Engineering and my Professional Engineering designation. I have researched the areas of Cognition, Human Error, Human Performance and Cultural Behaviours. I have career resiliency.

I am privileged to raise a son and a daughter, and enjoy the challenges. I want stability for my family and I am mindful of how I am influenced with my career and life choices. I like to have a sense of security to trust others.

I am most curious about:

- Disability care
- Employee wellness
- Organizational development and community relations within [current employer]

Externally I am curious about:

- Encouraging children to pursue Science and Math in their future as an Engineer-in-Residence in the school.
- Helping in a children's ward in a hospital.
- Learning more on how the brain functions and how myself improvement path can help others, grief recovery and working in my church.

#4 Mid–Career Male Career Statement

I am looking for a full-time job or combination of part-time jobs which engages and stimulates me. I would like to use some combination of my expertise in teaching, research (interviewing, data analysis), writing and my skills in inter-personal relations, organization and attention to detail. I would like to have some combination of working independently and in a team

environment. I have a passion for research and teaching which concerns sociological issues around contemporary Jewish life. Other areas of interest include social issues concerning ethnicity, religion, family, gender and sexuality.

I would like to work 9-5, Monday to Friday. I would like to travel occasionally on business. The values that are important to me in the workplace are earning respect for my expertise and having a sense of belonging with others. I also enjoy helping / counseling / mentoring others.

I bring a PhD in sociology and considerable teaching and research experience.

I would like to earn at least \$50,000/yr for now, with the salary gradually increasing. This will give me and my family the financial stability that we desire.

I am currently working in the exact areas I enjoy (teaching and researching in the area of the sociology of contemporary Jewish life). However, due to the part-time and sporadic nature of the contracts I am not able to earn the level of salary I desire. I thus need to expand my involvement in these areas or seek out other related areas of employment.

This would include:

- Full-time faculty position at a University
- Full-time position with the government (such as Statistics Canada)
- More research work with general research institutes / think tanks

#5 Mid–Career Male Career Statement

I want to have control over when I work ensuring that I always have time for my daughter. I prefer working during the day in a team setting. The work involves teaching and/or counselling utilizing my abilities as an excellent instructor, artist and empathic individual.

Working with people (preferentially men) is very important to me, particularly those who have addictions. My values are an integral part of my professional and personal life (spirituality, integrity, honesty, dignity and responsibility). I am a person who gets his energy and passion from being around people, coming up with ideas and organizing them to fruition by having resilience. I want to use my abilities to help people, to use my organizational skills and ability to connect with people as a means of seeing others succeed and turning their lives around for the better.

I bring expertise in medicine, teaching, creativity, and public speaking as assets to the workplace. I am chaos tolerant. I am mindful of the influences from my key mentors in life like my grandfather and Mr. E (who were exceptional teacher/leaders). I am also aware that I am not my parents. Today, I seek to prove only to myself that I am capable and adequate just as I am. Provided I ask God for what His will for me is each day, everything is going to work out!

I am most curious about:

- Pursuing either a career in educating health professionals.
- Becoming an art therapist working with men.
- Open a recovery program for men and women with addictions and concurrent mental health illnesses.

#6 Mid–Career Female Career Statement

I want a job that leaves me feeling happy and optimistic. I want a job that is project based, creative and results oriented and yet still feels ethical and meaningful. I want my job to feel as though it is an expression of who I am and what I value. I value people’s stories. I value those moments when people say, “here I am - this is me, and yes, I matter”.

I want my job to be reflective and complimentary of the kind of lifestyle I want. I want it to allow me flexibility and security at the same time. Ideally, I want to feel as though I am a part of a team that I feel stimulated by

intellectually and creatively, that is innovative and that shares a similar vision as my own, yet where I have autonomy (particularly creative autonomy) at the same time. I don't want a job with a high level of stress or responsibility for other people's lives. I find in these jobs I have a difficult time keeping a separation between my work and private life. I want a job where I have energy and enthusiasm for my personal life. I want a job that is fairly informal and non-professional, or I want to ensure that if I have a job that is more professional and formal, that I am only doing this part-time and that I have another work outlet that is less traditional.

Above all else, I want to have opportunities to be more creative. I want to be able to continue to use my great interviewing skills and interpersonal skills. I want however, to also be able to use my writing, researching and analyzing skills more. I also want to ensure that I have a physical outlet, whether that is through my work, or ensuring that my work life allows plenty of space in my schedule for physical activity.

I am someone who is fun and enjoys the lighter side of life. I enjoy seeing the humour in the every day and in myself. I am also someone however, who is intrigued and inspired by the human struggle to overcome obstacles. I value diversity and the uniqueness, eccentricities of people - it's what makes the world beautiful to me. I have a strong sense of social justice. I believe it is important that everyone's voice is heard and that everyone finds their place of importance in the world. I am a pretty good motivator and enjoy motivating others and creating a sense of momentum. I struggle with my organizational skills, I can be fairly easily overwhelmed, I don't have the best memory, and I don't cope very well with stress (physical symptoms - high blood pressure and sleep issues). But I have been told I have good mediation skills, though I don't see it myself. I absolutely love throwing myself into a project or a task and can get completely obsessed by it. I enjoy the small details of things. I enjoy creating something from scratch and seeing it through to completion. Although I can pull it off beautifully when needed, I am not someone who is very formal in presentation or nature. I prefer a more honest and humble approach to life.

I may want to have a child on my own. I am considering this option currently, and I am mindful that any decisions I make needs to take this possibility into consideration.

I am most curious about the following possibilities:

- Working part-time as a social worker and part-time doing something else either, freelance writing, teaching Pilates, or making and selling jewelry.
- Teaching at a community college
- Exploring jobs in T.V. and film as a researcher/writer
- Journalism - magazine writing
- Jewelry design training
- Pilates training
- Program development work in social work
- Expanding my journaling group work (retreat centres, seniors, school board continuing Ed?)
- Explore a work abroad stint a little later in life.
- Museum/Archival work(?)

#7 High School Recent Graduate Career Statement

I am currently exploring various possibilities for my future, both in terms of careers and studies. Three main objectives have been identified thus far. Number one is “What can I do for a job/career that gives me VARIETY and PORTABILITY so I can continue to be the kind of person I am?” Number two is “And what can I study – university, college or apprenticeship – that keeps the door open to these jobs/career?” Number three is “How can I move forward even though my ideas about my career/job keep changing?” With these thoughts in mind, I have looked at a number of possible areas of study, and have narrowed them down to teaching childhood education, studying archaeology, or studying a trade such as engineering, architecture, and carpentry.

I have identified that I am driven towards Asian cultures and habits, and that I have a strong urge to live in Japan or Korea. Heading towards this goal, I am looking into the possibility of getting license/degree in order to teach English in one of these countries while I decide on what I wish to study in higher education. I have experience working in the CAMCHAL (the British Chamber of Commerce in Chile) as well as experience being head boy and a house captain in my high school.

My learning style has been identified as being more of a hands-on approach, using what I learn immediately or soon after I learn it. Also, I work at my own pace, in my own time and wish for freedom of style and time in my job. I am strongly driven by my instincts, saying what I think when I think it and always doing as I feel is right. I always uphold my morals. I also want my job to allow me to move about and see various places (preferably living in Japan). I am currently learning Chinese Martial Arts, and have a strong interest in the fantasy genre, as well as ancient history (especially that of the eastern oriental countries and cultures.

To summarize, I want a job which:

- Allows portability
- Variety
- Freedom of time and style
- Doesn't try to make me go against my moral principle and instincts.

#8 College Student Career Statement

I completed grade nine in school. I repeated three grades - primary, three and six and I knew I was pushed through to grades when I didn't know the work. I was older than most of the people in my class and I felt awkward in the classroom. I missed a lot of school because of this awkwardness and so I missed a lot of school work. When we had a test I usually didn't do well mainly because I wasn't present to learn the material. This was evident in my

marks. I found math particularly difficult. Eventually I left school. Five years ago I started an Adult Learning Program (ALP) program but I didn't complete it.

I have been in and out of federal prison three times. In total I was in prison twelve years. I don't want to continue with that lifestyle. I really want to get training and work that I enjoy. I enjoy fitness and the outdoors. I enjoy hiking and camping activities and I really want to work in areas that I enjoy.

I worked full time in the service industry for that past three months. The job was not rewarding but it gave me money and kept me busy. I worked well beyond a normal forty-hour work week but the pay was so low there was never enough money to pay bills so I left.

I want to take a training program that would qualify me to work as a personal trainer. I love exercising and knowing about the benefits of exercising. I like learning about nutrition and diet and how this impacts on exercising. I have an understanding and knowledge about exercise machines and equipment. To be able to work in this area would be truly something I love to do.

I researched one and two year training programs in Nova Scotia, Newfoundland and Ontario that would interest me but in order to get into the programs I should complete my grade twelve first because this will give me the background I need that will help me be successful in a training program. There are short term continuing education courses available that I might be able to take. I also discovered through my research that there will be challenges because of my criminal record. I will start to gain further information about this field by talking to people who work as trainers. At this time I will apply to the Adult Learning Program (ALP) which may take two years or longer to complete. At this moment I want my life to move in a positive direction. I believe I am on the right path - a positive one.

#9 Career Professional Career Statement

My **DESIRES**, which are what I'm wanting and what's important to me include:

- Helping people – to make well-informed & inspiring choices
- Creativity – let the sparks fly!
- Variety – enough to keep it interesting, not too much that I'm spread too thin
- Intellectual stimulation – live and breathe on planet Ideas
- Helping society – by helping the helping professionals influence their clients more effectively

I'm **NATURALLY** INTERESTED in:

- Insightful radio shows like CBC's Metro Morning and Spark
- Insightful podcasts like RadioLab, Hidden Brain, This American Life
- Astronomy & cosmology – are we alone? what's the structure of the universe? what happened before everything? where does it end?
- Cycling – commuting, cycle touring, advocacy
- Human history & evolution – cognitive revolution, agricultural revolution, and how we came to be the way we are

The **STRENGTHS** I want to use are:

- Creative collaboration – with like-minded colleagues to design engaging products and implement successful go-to-market strategies
- Teach and train – share ideas so learning is engaging, effective and worthwhile
- Generate ideas – I love to weave existing ideas into new and novel concepts, products, processes
- Interviewing – access interesting guests, and elicit their stories and insights
- Career counselling & storylistening – I love to listen to people's stories and ideas then generate novel and meaningful possibilities

My credibility and impact come from my **ASSETS** of:

- Master of Education – counselling psychology – and over 10,000 hours of direct counselling and coaching experience
- Career Management Fellow (CMF) from the Institute of Career Certification International
- Bachelor of Applied Science – industrial engineering – and P.Eng. license
- Diverse experience: Management consulting. Leading travel programs in Canada, Cuba, Nicaragua. Volunteer board member of Cycle Toronto, Toronto Bay Initiative, 3CD
- Freestyle travel and cycle-touring adventures in Vietnam, Cuba, Colombia, East Africa, India, Nepal. Working knowledge of Spanish, French and bicycle repair
- Grateful to have received Stu Conger Leadership Award

My **PERSONAL QUALITIES** and how others describe me include:

- Idealist – I tend to be enthusiastic, value authenticity and act as a catalyst for change
- Rational – I’m logical, like abstract ideas and value knowledge
- Curious – I like to look at new ideas and ask, hey, what’s that all about?
- Creative – I weave together existing ideas in new ways

OTHER PEOPLE who influence me include:

- CareerCycles colleagues Jennifer, Jayne, Angie, Penny, Kerri – enjoy collaborating to help clients
- OneLifeTools colleagues past and present, Evan, Yukari, Rupal, Kat – enjoy designing and launching narrative tools
- Rich – learn so much in our business and creative partnership
- Karen – so important to have a smart sounding board
- Al – lucky to have a supportive father who demonstrates off-the-charts optimism and persistence
- I’m lucky to have supportive friends, family, colleagues who enrich my life: Sara, Karey, Judy, Jonathan, Dean, Kevin, Claudia & smart, capable ILead team

- Thought leaders/creatives: Wade Davis, S. Lyubermirsky, B.Fredrickson, Seth Godin, Y.Harari, Jad Abumrad, Ira Glass, de Botton, D.Whyte, Springsteen

I'm most curious about exploring the **POSSIBILITIES** of:

- Even better results with CareerCycles career management social enterprise. Hit a home run with OneLifeTools
- Teach more courses in career management embedding the OneLifeTools suite
- Take a course to improve podcasting skills & knowledge
- PhD in the changing world of work
- Cycle touring in different places like BC, Bali, West Africa