

Reflective Essay Guidance



Task: Reflection on career journey to date and future professional development



Deadline: Friday 12th June 23.59PM



Draft deadline: Friday 5th June (To be emailed to your lecturer)

What is this assignment?

A reflective essay about your career journey

You will:

- Look back at your experiences
- Understand your strengths & weaknesses
- Plan your future development

What do you need to include?

1. Cover Page
2. AI Acknowledgement
3. Introduction
4. Gibbs' Reflective Cycle section:
 - Description
 - Feelings
 - Evaluation
 - Analysis
 - Conclusion
 - Action Plan
5. Reference List



Important Requirement!

- You must use Gibbs' Reflective Cycle
 - You must apply 3 theories/models:
 - SWOT Analysis
 - Myers-Briggs
 - Holland's Career Theory
-

Introduction (150-200 words)

Explain:

- What your essay is about (your career journey)
- Why reflection is important
- That you are using Gibbs' Cycle
- Mention the 3 theories you will use

Keep it simple and clear!

Description – What Happened? (200–250 words)

Talk about your career journey so far

Include:

- Education
- Jobs or work experience
- Key moments or turning points

Just describe — no deep analysis yet!

Feelings – What did you feel? (200-250 words)

Reflect on your emotions. For example:

- Confidence
- Motivation
- Uncertainty

Evaluation – What was good/bad? (250-300 words)

- What went well?
- What challenges did you face?

Be honest and balanced!

Analysis – What does it mean? (300-350 words)

This is the **most important section**

You must apply
3 theories:

1. SWOT

Explain your:

- Strengths (skills you have)
- Weaknesses (areas to improve)

Example:

- “I developed strong communication skills through...”
- “A weakness I identified is...”

2. Myers-Briggs

- Explain your personality type
- Link it to your experiences

Example:

“My personality suggests I prefer teamwork, which explains why...”

3. Holland's Career Theory

- Explain what careers suit you
- Link to job satisfaction

Example:

“I am suited to social roles, which explains why I enjoyed...”

Conclusion (150-200 words)

- What have you learned about yourself?
- What do you now understand about your career?

Keep it short and reflective



Action Plan

Create a table with:

Goal	Specific Action	Measurable	Achievable	Relevant	Time-Bound

Think about your next steps!



References

**Minimum 8
references**

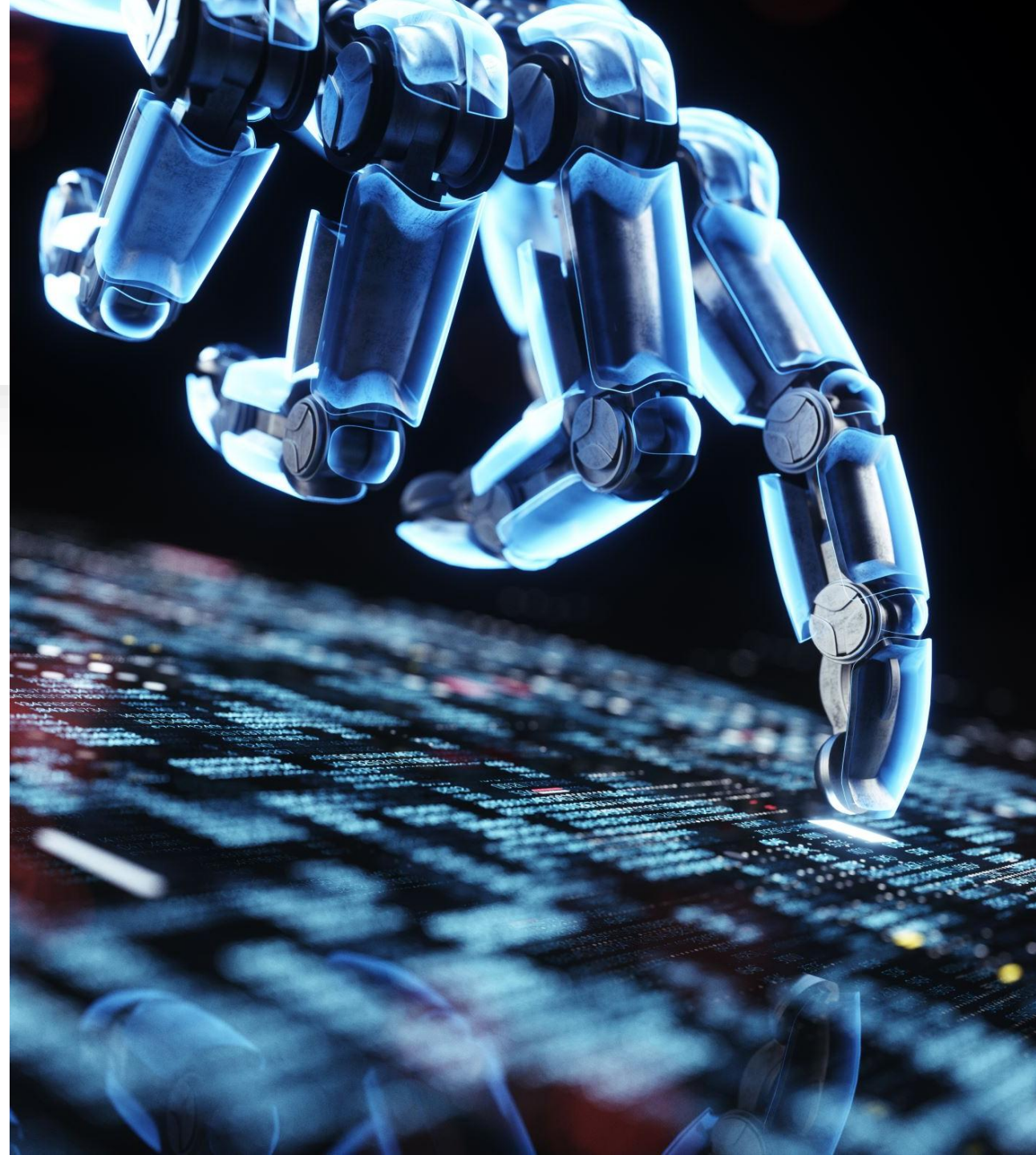
**Use Harvard
referencing
style**

AI Acknowledgement

You must complete this section

Include:

- AI tool used
- Purpose
- Prompts (if used)



Top Tips

Stay	Stay reflective (use “I”)
Link	Link theory to YOUR experience
Follow	Follow word counts
Proofread	Proofread your work
Start	Start early
Use	Use the resources available to you (Module Information)