

PERSONAL INVENTORY

Answer the following questions in preparation for developing your résumé.

PART I: PERSONAL INFORMATION	
Name	
Address	
Telephone	
Fax	
E-mail	
PART II: EMPLOYMENT BACKGROUND	
<p>Use action verbs to write sentences that list your work-related accomplishments. Begin your sentences with some of the following verbs.</p>	
<p>Earned Designed Established</p>	<p>Developed Im proved Managed</p>
<p>Supervised Analy zed Prepared</p>	<p>Organized Trained Rese arched</p>
1.	
2.	
3.	
4.	
5.	
6.	
<p>Think of all the employment you have had, both career related and other. Use reverse chronological order (most recent first) to record your answers.</p>	
Working Title	
Company Name	
City Where Company Is Located	
Date Commenced and Ended	
Key Responsibilities	
Working Title	
Company Name	
City Where Company Is Located	
Date Commenced and Ended	
Key Responsibilities	

Continue to record information about your employment.	
Working Title	
Company Name	
City Where Company Is Located	
Date Commenced and Ended	
Key Responsibilities	
PART III: EDUCATION AND TRAINING	
Use reverse chronological order to record the following information. Use this area to record post-secondary education (full-time, extension, adult education, etc.)	
Degree/Diploma/Certificate Earned	
Name of Institute	
City Where School Is Located	
Date Commenced and Ended	
Grade Point Average	
Key Courses Completed	
Use this area to record information about your high school education.	
Diploma/Certificate Earned	
Name of Institute	
City Where School Is Located	
Date Commenced and Ended	
Grade Point Average	
PART IV: INTERESTS AND ACTIVITIES	
List professional organizations that you have held or currently hold membership in.	1. 2. 3.
List volunteer positions you have held or currently hold in your community.	1. 2. 3.
List sports or hobbies you participate in	1. 2. 3.