

Personal Information Inventory

Note: *The boxes will expand as you enter information in each field.*

This form summarizes information you will need for your resume, to respond to questions interviewers will typically ask you, or when you complete an employer's application for employment.

PERSONAL

Name as you want it to appear on your resume

Address for resume

Telephone number with area code

Fax number (if available)

Mobile/Cell phone

Email

Other contact number

CAREER/JOB OBJECTIVE

Describe in one sentence the job you want and the industry and/or size of company in which you want to work.

EDUCATION AND TRAINING

(Please complete this section for all education. You will not use all this information in your resume, but an interviewer may ask about the details, or you may need it when you prepare an employment application.)

High School (Last)

Location

Dates attended

From (Yr.)	To (Yr.)	Class rank
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Positions of responsibility held while at school

Honors and awards

Extracurricular or sports activities

High School (Other)

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Location

--

Dates attended

From (Yr.)	To (Yr.)	Class rank
------------	----------	------------

Positions of responsibility held while at school

--

Honors and awards

--

Extracurricular or sports activities

--

School (Other)

--

Location

--

Dates attended

From (Yr.)	To (Yr.)	Class rank
------------	----------	------------

Positions of responsibility held while at school

--

Honors and awards

--

Extracurricular or sports activities

--

Undergraduate degree (Bachelor):

University

--

Dates attended: From (M/Y)

To (M/Y)

--

Degree

Date graduated (M/Y)

--	--

Major/Minor

--

GPA-Overall

GPA Major

Class rank

--	--	--

Special awards/activities

--

Positions of responsibility held while at school

--

Honors and awards

--

Extracurricular or sports activities

--

Graduate degrees (MBA, Masters, Ph.D.):

University		
Dates attended: From (M/Y)		To (M/Y)
Degree	Date graduated (M/Y)	
Major/Minor		
GPA-Overall	GPA Major	Class rank
Honors and awards		
Extracurricular or sports activities		

Graduate degrees:

University		
Dates attended: From (M/Y)		To (M/Y)
Degree	Date graduated (M/Y)	
Major/Minor		
GPA-Overall	GPA Major	Class rank
Honors and awards		
Extracurricular or sports activities		

PART-TIME JOBS WHILE ATTENDING SCHOOL (You may not need this information if you have more than 10 years of work experience.)

Company 1

Dates: From (M/Y)	To (M/Y)
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Title or job description

Supervisor

Responsibilities

Accomplishments

Company 2

Dates: From (M/Y)	To (M/Y)
-------------------	----------

Title or job description

Supervisor

Responsibilities

Accomplishments

Company 3

Dates: From (M/Y)	To (M/Y)
-------------------	----------

Title or job description

Supervisor

Responsibilities

Accomplishments

VOCATIONAL EDUCATION / OTHER COURSES

Course	Date completed
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Skill learned

Certificate received

Course	Date completed
--------	----------------

Skill learned

Certificate received

NOT-FOR-PROFIT/COMMUNITY (VOLUNTARY) WORK

Organization 1

Title or position

Responsibilities

Accomplishments

Skills demonstrated

Organization 2

Title or position

Responsibilities

Accomplishments

Skills demonstrated

Organization 3

Title or position

Responsibilities

Accomplishments

Skills demonstrated

PROFESSIONAL CERTIFICATES HELD

Name of Certificate

Issued by	Date
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Name of Certificate

Issued by	Date
-----------	------

Name of Certificate

Issued by	Date
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OTHER ACTIVITIES/INTERESTS/CAPABILITIES

(List other items you believe are important about your interests, activities or capabilities that you think a prospective employer might ask or want to know. While you might not use the information in your resume, it may be useful in an interview or in your cover letter.)

Computer expertise – Describe your computer literacy. Indicate your proficiency level with software you use frequently. Don't make this section too technical unless you're in an IT role and are searching for a position where your technical expertise is important.

Language skills – Describe any capability in a foreign language and indicate your level of proficiency for writing, reading and speaking.

Personal – Describe other activities or achievements outside of work that sets you apart from others, i.e., membership or board position of professional or career-related organizations, books or articles that you have written either in connection with employment or outside of employment, courses you've taught, etc.

Hobbies – Interests outside of work. Examples could be: car restoration, painting, coin-collecting, woodworking, landscaping, writing, etc. Do not put these items on your resume.

Sports - As a participant in sports activities, such as football, baseball, tennis, golf, soccer, basketball, roller-skating, aerobics, weight-lifting, running, etc. Do not put these items on your resume.

WORK EXPERIENCE**EMPLOYER NO.**

Company

Dates: From (M/Y)

To (M/Y)

Address

Description and size of company

Title/Position

Key responsibilities:

Key skills learned/used

Major accomplishments/achievements

Why did you take this job?

Why did you leave this job?

What are the things you liked most about this job?

What are the things you liked least about this job?

To whom did you report?

Reference

Telephone

Other phone

Email

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To (M/Y)

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