

Personal Information Inventory

Note: Complete this information in pencil so you can edit it later

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 (Use only if you have one or access to one) _____

Mobile/Cell number _____

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 _____

Positions of responsibility held while at school

Honors and awards _____

Extracurricular or sports activities _____

High School (Other) _____

Location _____

—
Dates attended: From (Yr.) ____ to (Yr.) ____

Certificates received _____

Positions of responsibility held while at school

Honors and awards _____

Extracurricular or sports activities
_____**School (Other)** _____

Location _____

Dates attended: From (Yr.) ____ to (Yr.) ____

Certificates received _____

Positions of responsibility held while at school

Honors and awards _____

Extracurricular or sports activities
_____**Undergraduate degree (Bachelor):****University name** _____

Dates attended: From (M/Y) _____ to (M/Y) _____

Degree: BA/B.Sc. _____ Major/Minor _____

GPA: Overall _____ Major _____ Rank _____ Date graduated (M/Y) _____

Special awards/activities _____

Positions of responsibility held while at school _____

Honors and awards _____

Extracurricular or sports activities _____

Graduate degrees (MBA, Masters, Ph.D.):**University name** _____

Dates attended: From (M/Y) _____ to (M/Y) _____

Degree _____

Rank _____ Date received (M/Y) _____

Special awards/activities _____

University name _____

Dates attended: From (M/Y) _____ to (M/Y) _____ Date graduated (M/Y) _____

Degree _____ Rank _____

Special awards/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) _____

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 _____

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 _____

PROFESSIONAL CERTIFICATES HELD

Name of Certificate _____

Issued by _____ **Date** _____

Name of Certificate _____

Issued by _____ **Date** _____

Name of Certificate _____

Issued by _____ Date _____

Name of Certificate _____

Issued by _____ Date _____

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?

Supervisor _____

Reference _____

Telephone _____ Other _____

(Make copies of this page for each employer and for each position with the same employer.)