# Personal Information Inventory

This inventory will capture information you will need in the following circumstances:

* Preparing your resume.
* Responding to questions from interviewers and recruiters.
* Answering questions from people in your network whose help you want in your career search.
* Employment applications.

When you are networking or interviewing, you will be asked questions that the other person will think you should be able to answer. If you haven’t prepared to answer the questions on this form, you risk being seen as not having adequately prepared for common questions they think you should have anticipated.

You should complete this form BEFORE you commence your networking. Enter text in the boxes. They will expand to fit your text.

**PERSONAL**

Name, as you want it to appear on your resume:

|  |
| --- |
| Click here to enter text. |

Residence address:

|  |
| --- |
| Click here to enter text. |

Telephone number with area code:

|  |
| --- |
| Click here to enter text. |

Mobile/Cell number:

|  |
| --- |
| Click here to enter text. |

Email:

|  |
| --- |
| Click here to enter text. |

**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.

|  |
| --- |
| Click here to enter text. |

**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)**

|  |
| --- |
| Click here to enter text. |

Location

|  |
| --- |
| Click here to enter text. |

Dates attended:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From (yr.): | Click here. | To (yr): | Click here. | Class rank (if known): | Click here. |

Extracurricular activities:

|  |
| --- |
| Click here to enter text. |

Honors and awards:

|  |
| --- |
| Click here to enter text. |

Sports activities:

|  |
| --- |
| Click here to enter text. |

**High School (additional)**

|  |
| --- |
| Click here to enter text. |

Location

|  |
| --- |
| Click here to enter text. |

Dates attended:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From (yr.): | Click here. | To (yr): | Click here. | Class rank (if known): | Click here. |

Certificates, honors or awards:

|  |
| --- |
| Click here to enter text. |

Extracurricular activities:

|  |
| --- |
| Click here to enter text. |

Sports activities:

|  |
| --- |
| Click here to enter text. |

**School (Other/Vocational)**

|  |
| --- |
| Click here to enter text. |

Location

|  |
| --- |
| Click here to enter text. |

Dates attended:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From (yr.): | Click here. | To (yr): | Click here. | Class rank (if known): | Click here. |

Certificates, honors or awards:

|  |
| --- |
| Click here to enter text. |

Extracurricular activities:

|  |
| --- |
| Click here to enter text. |

Sports activities:

|  |
| --- |
| Click here to enter text. |

**University degree (Most recent)**

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |

|  |  |
| --- | --- |
| Location | Click here to enter text. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates attended: | From (yr.) | Click here. | To (yr) | Click here. | Date graduated (M/Y) | Click here. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degree | Click here. | Major | Click here. | Minor | Click here. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GPA: Overall | Click here. | Major | Click here. | Minor | Click here. | Rank (If known) | Click here. |

Certificates, honors or awards:

|  |
| --- |
| Click here to enter text. |

Extracurricular activities:

|  |
| --- |
| Click here to enter text. |

Sports activities:

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| --- |
| Click here to enter text. |

**University degree (prior)**

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |

|  |  |
| --- | --- |
| Location | Click here to enter text. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates attended: | From (yr.) | Click here. | To (yr) | Click here. | Date graduated (M/Y) | Click here. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degree | Click here. | Major | Click here. | Minor | Click here. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GPA: Overall | Click here. | Major | Click here. | Minor | Click here. | Rank (If known) | Click here. |

Certificates, honors or awards:

|  |
| --- |
| Click here to enter text. |

Extracurricular activities:

|  |
| --- |
| Click here to enter text. |

Sports activities:

|  |
| --- |
| Click here to enter text. |

**University (Other)**

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |

|  |  |
| --- | --- |
| Location | Click here to enter text. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates attended: | From (yr.) | Click here. | To (yr) | Click here. | Date graduated (M/Y) | Click here. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degree | Click here. | Major | Click here. | Minor | Click here. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GPA: Overall | Click here. | Major | Click here. | Minor | Click here. | Rank (If known) | Click here. |

Certificates, honors or awards:

|  |
| --- |
| Click here to enter text. |

Extracurricular activities:

|  |
| --- |
| Click here to enter text. |

Sports activities:

|  |
| --- |
| Click here to enter text. |

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

|  |  |
| --- | --- |
| **Company 1** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates: From (M/Y) | Click here. | to (M/Y) | Click here. |

Title or job description

|  |
| --- |
| Click here to enter text. |

|  |  |
| --- | --- |
| Supervisor | Click here to enter text. |

Responsibilities

|  |
| --- |
| Click here to enter text. |

Accomplishments

|  |
| --- |
| Click here to enter text. |

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| --- | --- |
| **Company 2** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates: From (M/Y) | Click here. | to (M/Y) | Click here. |

Title or job description

|  |
| --- |
| Click here to enter text. |

|  |  |
| --- | --- |
| Supervisor | Click here to enter text. |

Responsibilities

|  |
| --- |
| Click here to enter text. |

Accomplishments

|  |
| --- |
| Click here to enter text. |

|  |  |
| --- | --- |
| **Company 3** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates: From (M/Y) | Click here. | to (M/Y) | Click here. |

Title or job description

|  |
| --- |
| Click here to enter text. |

|  |  |
| --- | --- |
| Supervisor | Click here to enter text. |

Responsibilities

|  |
| --- |
| Click here to enter text. |

Accomplishments

|  |
| --- |
| Click here to enter text. |

**PROFESSIONAL CERTIFICATES**

|  |  |
| --- | --- |
| **Certification** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Issued by | Click here to enter text. | Date | Click here. |

|  |  |
| --- | --- |
| **Certification** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Issued by | Click here to enter text. | Date | Click here. |

|  |  |
| --- | --- |
| **Certification** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Issued by | Click here to enter text. | Date | Click here. |

|  |  |
| --- | --- |
| **Certification** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Issued by | Click here to enter text. | Date | Click here. |

**NONPROFIT/COMMUNITY (VOLUNTARY) WORK**

|  |  |  |
| --- | --- | --- |
| **Organization 1** | | Click here to enter text. |
| Role | Click here to enter text. |
| Responsibilities | Click here to enter text. |
| Accomplishments | Click here to enter text. |
| Skills demonstrated | Click here to enter text. |
| When (Dates) | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| **Organization 2** | | Click here to enter text. |
| Role | Click here to enter text. |
| Responsibilities | Click here to enter text. |
| Accomplishments | Click here to enter text. |
| Skills demonstrated | Click here to enter text. |
| When (Dates) | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| **Organization 3** | | Click here to enter text. |
| Role | Click here to enter text. |
| Responsibilities | Click here to enter text. |
| Accomplishments | Click here to enter text. |
| Skills demonstrated | Click here to enter text. |
| When (Dates) | Click here to enter text. |

**OTHER ACTIVITIES/INTERESTS/CAPABILITIES**

(List other items 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 what software you use frequently and your proficiency with each. 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.

|  |
| --- |
| Click here to enter text. |

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

|  |
| --- |
| Click here to enter text. |

**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.

|  |
| --- |
| Click here to enter text. |

**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.

|  |
| --- |
| Click here to enter text. |

**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.

|  |
| --- |
| Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| **WORK EXPERIENCE** | **EMPLOYER NO.** | Click here. |

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

|  |  |
| --- | --- |
| **Company** | Click here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates: | From (M/Y) | Click here. | To (M/Y) | Click here. |

|  |  |
| --- | --- |
| Address | Click here to enter text. |

Description and size of company

|  |
| --- |
| Click here to enter text. |

|  |  |
| --- | --- |
| Title/Position | Click here to enter text. |

Key responsibilities

|  |
| --- |
| Click here to enter text. |

Key skills learned/used

|  |
| --- |
| Click here to enter text. |

Major accomplishments/achievements

|  |
| --- |
| Click here to enter text. |

Why did you take this job?

|  |
| --- |
| Click here to enter text. |

Why did you leave this job?

|  |
| --- |
| Click here to enter text. |

What are the things you liked most about this job?

|  |
| --- |
| Click here to enter text. |

What are the things you liked least about this job?

|  |
| --- |
| Click here to enter text. |

|  |  |
| --- | --- |
| Supervisor | Click here to enter text. |

|  |  |
| --- | --- |
| Who would be your reference? | Click here to enter name of referral. |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone | Enter phone. | Email | Enter email. |