# Getting Started with a Personal Inventory

If you don't know what kind of job you want then ask yourself what you do well and enjoy doing. Next make a list of those things you do well and enjoy doing. Add to this list your skills, training, talents, and experiences. When completed, this personal inventory should include not only education, training, and job experience, but also any hobbies, sports, or charitable activities you engage in that display talent or initiative.

Using a categorized list or **Personal Inventory Form** will allow you to better organize your list and highlight your interests, strengths, and weaknesses. Your personal inventory will be used to build your resume. The purpose of the resume is to convince the employer that you have the skills and abilities to successfully fulfill the job requirements.

**PERSONAL INVENTORY FORM**

**Full Name** (First) (Middle) (Last)**:**

**Present Address:**

**Birth Date:**

**Telephone:**

**E-mail:**

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**Work Experience**
(Start with your most recent job)

**1. Job title:**

Describe what you did on this job:

What did you like about this job?

What did you dislike about this job?

Accomplishments/awards/honors:

**2. Job title:**

Describe what you did on this job:

What did you like about this job?

What did you dislike about this job?

Accomplishments/awards/honors:

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## Education and Training

**High School:**

In what subjects did you do best?

What subjects did you like most?

What subjects did you like least?

Clubs/organizations (list offices held):

Honors/awards/accomplishments:

**College/Universities:**

Name, degree, and year completed or number of years/semesters completed:

In what subjects did you do best?

What subjects did you like most?

What subjects did you like least?

Clubs/organizations (list offices held):

Honors/awards/accomplishments:

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**Additional Information**

Hobbies/Interests:

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