

## Personal Information Inventory

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

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.)