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**Experience and Skills Inventory**

High School Inventory

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Dates of Attendance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Diploma: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Career-Related Courses: List the career-related courses you completed

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1. Career-Related and Organizational Activities. Describe your involvement in school, extracurricular, community, and other activities (clubs, sports, organizations, volunteer work)

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1. Career-Related Skills. List the skills you developed in high school and through other activities. Include both job-specific skills and transferable competencies (examples: operating a computer, calculating numbers, persuading others, using specific tools/equipment, leading others, and working on a team).

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1. Accomplishments, Achievements, and Recognition. List all special accomplishments, achievements and recognition you received in high school and through other activities. List any scholarships or honors you earned. Also summarize praise you received from instructors, peers and others.

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Complete this form for each position or project you have had (cooperative work experience, internship, volunteer/paid work experience, military experience). Begin with the most recent experience and continue in reverse chronological order.

Position (or Activity) Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization/Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Salary (if paid experience): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle Type of Experience: (1) Cooperative (2) Volunteer (3) Internship (4) Paid Work

Date of Employment or Involvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Career-Related Skills. List the job-specific skills and responsibilities you developed in this position.

Job-Specific Skills \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Responsibilities:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Accomplishments and Achievements List your accomplishments in this position, preferably in measurable terms.

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1. Praise Received. Summarize praise received from employers, coworkers, committee members, and customers

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Why did you leave? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Perfomance Rating (circle one): Excellent Very Good Good Needs Improvement Poor

Complete this form for each position or project you have had (cooperative work experience, internship, volunteer/paid work experience, military experience). Begin with the most recent experience and continue in reverse chronological order.

Position (or Activity) Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization/Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Salary (if paid experience): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle Type of Experience: (1) Cooperative (2) Volunteer (3) Internship (4) Paid Work

Date of Employment or Involvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Career-Related Skills. List the job-specific skills and responsibilities you developed in this position.

Job-Specific Skills \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Responsibilities:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Accomplishments and Achievements List your accomplishments in this position, preferably in measurable terms.

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1. Praise Received. Summarize praise received from employers, coworkers, committee members, and customers

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Why did you leave? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Perfomance Rating (circle one): Excellent Very Good Good Needs Improvement Poor

**Personal Qualities and Work Performance Traits**

Rate yourself on the personal qualities and work performance traits listed below using a scale of high (H), average (A), or low (L). Respond to the statements at the end of the form.

Personal Quality of Work Performance Trait Rating (H, A, L)

1. Initiative/resourcesfulness/motivation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Dependability \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Punctuality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Flexibility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Creativity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Patience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Perserverance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Humor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Diplomacy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Intelligence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. High energy level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Ability to work well with a team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. Ability to set and achieve goals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. Ability to plan, organize and prioritize work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. Outgoing personality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
16. Ability to handle conflict \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
17. Optimistic attitude \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
18. Realistic attitude \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
19. Enthusiastic attitude \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
20. Willingness to work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
21. Orderliness of work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
22. Attention to detail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
23. Ability to manage time well \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
24. Honesty and integrity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
25. Ability to multitask \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List and rank other positive personal qualities and/or work performance traits.

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List and describe at least five positive examples of how you have used some of these qualities and traits in the past.

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