

CAREER ACTION 2-1

(CONTINUED)

BUSINESS, VOCATIONAL, OR TECHNICAL EDUCATION INVENTORY

DIRECTIONS: Complete one of these sets of questions for each school attended. Before writing on this form, duplicate it if you have attended more than one business, vocational, or technical school.

Name of School: _____

Address: _____

Dates of Attendance: _____ to _____ Grade Point Average: _____

Type of Degree, Diploma, or Certificate: _____ Date Received: _____

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

2. **Career-Related Activities.** Describe your involvement in school, extracurricular, community, and other activities. (Examples: sports, clubs, volunteer work, student organizations—Business Professionals of America)

3. **Career-Related Skills.** List the skills you developed through your classes and other activities. Include both job-specific skills and transferable competencies. (Examples: operating a computer, using specific software, presenting and creating oral and written communication, calculating numbers, persuading others, operating specific equipment/machinery, using specific tools, organizing and leading others, working as a team member, studying, analyzing, and researching data)

4. **Accomplishments, Achievements, and Recognition.** List all special accomplishments, achievements, or recognition you received for your school and other activities. List any scholarships or honors you earned. (Examples: awarded first place in state business education skills competition, earned service award, earned perfect attendance award, served as class officer, inducted into National Vocational-Technical Honor Society, restored two-bedroom apartment)
