

CAREER ACTION 2-1

(CONTINUED)

COLLEGE OR UNIVERSITY INVENTORY

NOTE: Before writing on this form, duplicate it if you have attended more than one college or university.

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 that may be of value in your career.

2. **Other Activities.** Describe your involvement in school, extracurricular, community, volunteer, and other activities. (Examples: clubs, offices held, volunteer work, community projects or programs)

3. **Career-Related Skills.** List the skills you developed through your classes and other activities. Include both job-specific and transferable competencies. (Examples: supervising, marketing, finance, sales, teaching, accounting, computer operation or programming, nursing, caretaking, physical fitness/therapy, specific software use, electronic applications, oral and written communication, calculating numbers, persuading and leading others, working as a team member, researching)

4. **Accomplishments, Achievements, and Recognition.** List all special accomplishments, achievements, or recognition you received for your school activities. List any scholarships or honors you earned. (Examples: served as class officer, won scholarship, prepared lesson plans in student teaching that were used as model for campus, selected for only paid internship in business department, won regional award)
