

# CAREER ACTION 2-1

## Education and Training Inventory

**DIRECTIONS:** This inventory of your education and training contains four sections: (1) High School Inventory, (2) Business, Vocational, or Technical Education Inventory, (3) College or University Inventory, and (4) Seminars and Workshops Inventory. Complete each section that applies to you; list information related to your career target. Be thorough in documenting your accomplishments and achievements.

### HIGH SCHOOL INVENTORY

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

Address: \_\_\_\_\_  
 \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_ Date of Diploma: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_ G.E.D. (Date): \_\_\_\_\_

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: clubs, sports, organizations, volunteer)

\_\_\_\_\_

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

\_\_\_\_\_

4. **Accomplishments, Achievements, and Recognition.** List all special accomplishments, achievements, or recognition you received in high school and through other activities. (Examples: selected to play lead in musical production, selected to serve on state debate team, awarded first place in competition.) List any scholarships or honors you earned. Also summarize praise received from teachers, peers, others.

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