

# CAREER ACTION 2-2

## Experience and Skills Inventory

**DIRECTIONS:** Complete one set of questions for each position or project (cooperative work experience, internship, volunteer/paid work experience, military experience). Begin with the most recent experience, and continue in reverse chronological order. Two copies of the form are provided; duplicate the form for additional job experiences.

POSITION TITLE: \_\_\_\_\_

Name of organization: \_\_\_\_\_

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

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

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

Dates of Employment or Involvement: \_\_\_\_\_

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

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

\_\_\_\_\_

2. **Accomplishments and Achievements.** List all of your accomplishments in this position, preferably in measurable terms. (Examples: increased sales by 20 percent, reduced order processing time by 15 percent by developing more efficient processing methods, named employee/volunteer of the month, supervised evening shift of eight employees)

\_\_\_\_\_

3. **Praise Received.** Summarize praise received from employers, coworkers, customers.

\_\_\_\_\_

\_\_\_\_\_

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

Performance rating (circle one): High Very Good Good Needs Improvement Poor