



# Taking Inventory Worksheet

The job search process is all about selling yourself and in order to be the best salesperson, you need to know what you are selling. In this case it is YOU! This may sound like a simple task, but sometimes we can easily overlook important experiences and skills that make us stand out to potential employers. Use this worksheet to reflect on a variety of areas related to your employment experience and skills. This worksheet can be a useful tool to help you create your resume.

## Directions

1. On a separate sheet of paper or on your computer, list as many of your skills, experiences, strengths as you can think of for each category. (You may find it helpful to brainstorm everything you can think of making a bulleted list. From this list, you can select and choose what to include.)
2. Examples are listed for each category to get you started, but don't feel you have to use all of them.
3. Skip any areas that aren't relevant for you.

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**Work Experience:** (include as many employer names, job titles, dates, tasks you performed, etc., as you can remember)

**Volunteer Experience:** (for non-profits, church, your children's school, etc.)

**Education Experience:** (school, classes, training programs, community courses)

**Certifications:** (special training, First Aid/CPR, ServSafe, etc)

**Leadership Experience:** (at work, in a class, on a project, in the community)

**Computer Skills:** (typing, particular programs, Microsoft, Excel, etc)

**Language Skills:** (foreign language, sign language)

**Communications Skills:** (presenting, written work)

**Personality Traits:** (good listener, leader, critical thinker, team player, self-starter)

**Personal Values:** (honesty, reliable, giving back to community, family-minded)

**Other Strengths or Skills:**