

# Personal History

## Why review my personal history?

Completing this personal history worksheet can be a useful tool to help plan for the future by reviewing your past and taking some time to think through your accomplishments in greater depth.

### I. EMPLOYMENT INFORMATION (for each employer)

Employer name & address:

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Salary:

Supervisor's name & title:

Skills utilized:

Accomplishments/honors/awards:

References:

### II. VOLUNTEER INFORMATION (for each volunteer organization)

Organization name & address:

Dates of activity: \_\_\_\_\_ to \_\_\_\_\_

Supervisor's name & title:

Duties:

Skills utilized:

Accomplishments/honors/awards:

**III. HIGH SCHOOL INFORMATION**

School name & address:

Years attended: \_\_\_\_\_ to \_\_\_\_\_

GPA/Class rank:

Honors:

**IV. COLLEGE INFORMATION:**

College name & address:

Years attended: \_\_\_\_\_ to \_\_\_\_\_

Degree earned:

Major:

Minor:

Honors:

Important courses:

**V. ACTIVITIES INFORMATION (for each activity):**

Club/activity:

Office(s) held:

Duties/responsibilities/accomplishments:

**VI. LANGUAGE INFORMATION (for each):**

Language:

Read: \_\_\_\_\_ Write: \_\_\_\_\_ Converse: \_\_\_\_\_

Background (number of years studied, travel, etc.)

**VII. COMPUTER SKILLS (for each):**

Software: \_\_\_\_\_ How you used it: \_\_\_\_\_

Level of proficiency:

# Personal Inventory

1. What has been your most meaningful achievement?
  2. What mistakes have you made? Why did they occur? What did you learn from them and what have you done to keep similar things from occurring again?
  3. How well do you interact with authority figures (such as bosses, teachers, parents)? What specific examples demonstrate how well you work with them?
  4. What are your favorite games and sports? Think about the way you play these games and what that says about you. Are you overly competitive? Do you give up too easily? Are you a good loser – or a bad winner? Do you rise to a challenge or back away from it?
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1. What kinds of people are your friends? Do you associate only with people who are very similar to you? Do you enjoy differences in others – or merely tolerate them? What are some things that have caused you to end friendships? What does this say about you?
  2. If you were to ask a group of friends and acquaintances to describe you, what adjectives would they use? List all of them – the good and the bad. Why would people describe you in this way? Are there specific behaviors, skills, achievements or failures that seem to identify you in the eyes of others? What are they?
  3. Now make a short list of:

Strongest skills and specific situations in which you demonstrated these skills:

Greatest areas of knowledge and specific situations in which you demonstrated these areas of knowledge:

Greatest personality strengths and specific situations in which you demonstrated these strengths:

Things you do best:

Key accomplishments: