

INVENTORY ASSIGNMENTS	
Objectives	<p>Objectives</p> <ul style="list-style-type: none"> • Catalog acquired knowledge, skills, and projects associated with college curriculum, employment, leadership, and writing experiences. • Incorporate significant and meaningful experiences into effective personal and accomplishment statements and into job application materials and professional portfolios.
Inventories	<p>Inventories</p> <ul style="list-style-type: none"> • Curriculum Inventory lists all courses associated with the major, minor, emphasis, and/or clusters while cataloging meaningful acquired knowledge, skills, and projects associated with each course. • Employment Inventory lists all jobs held while cataloging meaningful acquired knowledge, skills, and projects associated with each job. • Leadership Inventory lists all leadership opportunities gained through education, employment, community, and church experiences while cataloging meaningful acquired knowledge, skills, and projects associated with each experience. • Writing Inventory lists all writing experiences and examples generated through education, employment, community, and church experiences while cataloging meaningful acquired knowledge, skills, and projects associated with each writing experience.
Assignment Process	<p>Assignment Process</p> <ol style="list-style-type: none"> 1. Create a four column table and title it with type of inventory you are creating: curriculum inventory, employment inventory, leadership inventory, or writing inventory. 2. List in the first column each course, job, leadership position, or writing document in your inventory. Don't be too selective—make your listing as long and as complete as possible. 3. Determine in the second column the knowledge you've gained through experience in the first column. Even if you're not sure exactly what knowledge you've gained from that event, generate ideas of what you assume you should have learned. Chances are good that you have learned much more than you immediately realize.

Inventory Assignments

Assignment Process

4. Identify in the third column the skills you have gained through the experience in the first column. These skills represent your marketable abilities—things you can do: things you can demonstrate. Also be as inclusive as you can with these skills—make your list as complete as possible.
5. Catalog in the fourth column the projects you have completed through the experience in the first column. These projects for the curriculum inventory can be simple in-class activities or major semester-long projects you’ve completed in school. For other inventories, projects represent what you do in the other areas of your life. Projects exemplify the application of your knowledge and skills into everyday activities.
6. Present the inventory to others so you can orally articulate the knowledge, skills and projects you’ve completed. This presentation will help increase your abilities to talk about what you’ve done, to highlight your qualifications, and to seek counsel from others.

Sample Inventory

Sample Inventory

Curriculum Inventory			
Course	Knowledge	Skills	Projects
English 251 Fundamentals of Literary Interpretation	• • • • •	• • • • •	• • • • •
English 314 Advanced Research and Literary Analysis	• • • • •	• • • • •	• • • • •