

McCoy Experience Workshop Activities/Knowledge Inventory Worksheet

How to Use: A big part of applying for jobs can be creating a resume and filling out the section of an application asking for your skills and experience. This worksheet provides an example of how to catalog and organize your activities, accomplishments, and newly learned information each semester. Begin by notating the semester and year, then throughout your semester fill in the chart with the things you have done, participated in, and learned about (*can be done during the semester or immediately after it ends*). As you are ready to create your resume or apply for future opportunities, the completed chart could be used as a tool to provide and remind you of all you've successfully done and when it was completed.

Column Categories:

Co-Curricular Activities/Professional Development/Classroom Experiences: List any and all of your activities, involvement, projects, work experience, and any other items you participated in.

Accomplishments/Awards: List any accomplishments or awards received during the semester, these can be related to the items/activities in the first column or stand-alone achievements you happened to earn during a particular semester.

New Information Learned: List any specific new information learned related to activities/events you participated in or even new technical skills you may have gained in a particular class/work/personal development experience.

Your Contributions: List concisely how you contributed to a particular activity/event/volunteer opportunity/project/etc., include any relevant quantitative information.

General Recommendations:

- Save this file or print it and make a calendar reminder to update it with new information each month.
- Once you complete at least one or two semesters, consider drafting a resume with the information you have recorded and have it reviewed by Bruce Howard or career services for feedback.
- Challenge yourself to participate in more/more variety of items each semester to continue growing your areas of knowledge and expertise that can be recorded.
- Use the McCoy Experience Checklist for ideas on activities/events to participate in throughout each semester.
- The following page is an example of how to organize your involvement, copy and paste more templates of the blank table page as needed for additional room/semesters to record information.

Semester (*fall/spring/summer*): _____ Year: _____

Co-Curricular Activities/ Professional Development/ Classroom Experiences	Accomplishments/ Awards	New Information Learned	Your Contributions

Additional Notes/Experiences: