

Strengths and Accomplishments Inventory

An inventory or list of your strengths and accomplishments lets potential schools and future employers know what you're good at and what you've done.

1. Check off at least five things about yourself in the "I" column for each category.
2. Jot down three examples in "Here's the Proof", one for each of your strongest qualities, abilities or talents.
3. If you have more, don't stop at just three. Fill up the next page!
4. Save or print this inventory. Add any records that demonstrate your accomplishments (see suggested samples).

Abilities	I can...	Personal Qualities	I am...	Talents	I am good at...
Solve problems	X	Co-operative		Hunting	
Explain things clearly	X	Outgoing	X	Fishing	
Record data accurately		People-oriented	X	Camping	X
Conduct experiments		Independent	X	Public speaking	X
Meet deadlines	X	Friendly		Contributing to my community	
Negotiate		Confident	X	Swimming	X
Understand technical information		Dependable	X	Boating, canoeing, kayaking	
Accept responsibility		Honest		Hiking	
Analyze data		Polite		Understanding and applying traditional knowledge	
Observe or inspect		Respectful		Individual sports	X
Speak in public	X	Assertive		Gathering traditional foods and medicines	
Persuade		Energetic		Handling animals	
Write clearly	X	Goal-oriented		Surviving in the bush	
Work independently		Motivated		Making music	X
Work well with others		Optimistic		Creating art	
Teach and instruct		Resourceful		Team sports	
Listen effectively		Logical		Other:	
Make decisions		Analytical		Other:	

Here's the Proof

I demonstrated my ability to...when...	I'm able to meet deadlines. I always hand in assignments on time by setting deadlines for my homework.
My...quality showed when...	My confidence shows when I go to swim meets, when I do public speaking, and when I ran for student council.
I showed my talent for...when...	I show my swimming talents when I win meets, while I practice, and when I teach others how to swim.

Suggested Samples to Include in your Portfolio

- Certificates of achievements or awards like a science fair, sports or academic awards
- Reference letters or evaluations from coaches, mentors or teachers
- Photographs of things you've made or designed
- Samples of things you've written like an article for the community or school newsletter
- Newspaper articles of events you've been involved in