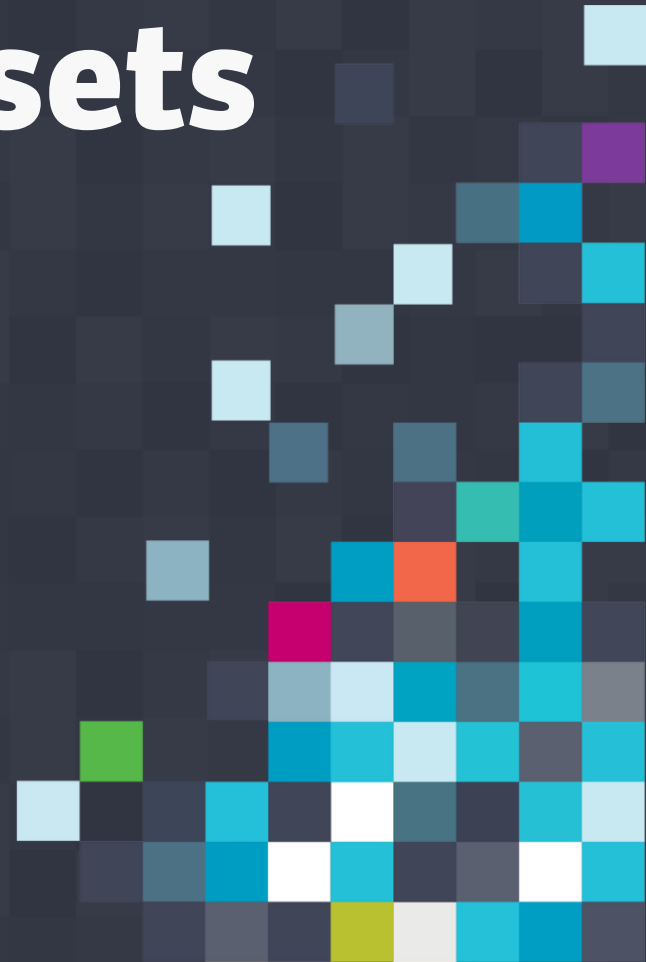


**ROYAL ROADS UNIVERSITY**

Career Learning and Development

# Personal Assets Inventory



CAREER LEARNING AND DEVELOPMENT

# **Personal Assets Inventory Workbook**

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# HOW TO USE THIS WORKBOOK

To complete the Personal Assets Inventory reflect on your past educational and professional experiences and answer each question in Sections 1 & 2.

Then, copy your responses from each question to the corresponding unit of the diagram in Section 3.

Finish by brainstorming internship ideas, and complete the feedback exercise in Section 4.

Feel free to use bullet points or write in full sentences.



## **The Personal Assets Inventory will help you:**

- refresh your cover letter and resume
- expand your industry knowledge to uncover potential opportunities
- prepare for job interviews
- revisit your personal and professional support network
- brainstorm job search ideas

## Section 1: Uncover Your Core Assets

### A. Interests:

What activities, personal or professional, do you truly enjoy doing? What would you like to try out or learn more about?

### B. Skills:

List 3 accomplishments, big or small, that you felt good about in the past.

What skills did you use to achieve these accomplishments? ([The Conference Board of Canada](#), 2017).  
(e.g. Communication, Critical Thinking, Adaptability, Teamwork, Problem Solving)

### C. Values:

What are your core values? (Slim, 2013) To answer this question consider the following: What problems are you motivated to solve? What causes do you care most about?  
(e.g. Environmentalism, Family, Helping Others, Innovation, Prosperity, Efficiency)

### D. Strengths:

What are your natural talents? In what situations do you feel you're at your best or feel the best about your contribution? (Rath, 2007).

## Section 2: Discover Your External Assets

### A. Professional Experience:

What job roles have you previously fulfilled? What type of new roles are you naturally gravitating towards or moving away from?

### B. Educational Experience:

What educational experiences or certifications have you already acquired? What are you excited to learn more about next?

### C. Support Network:

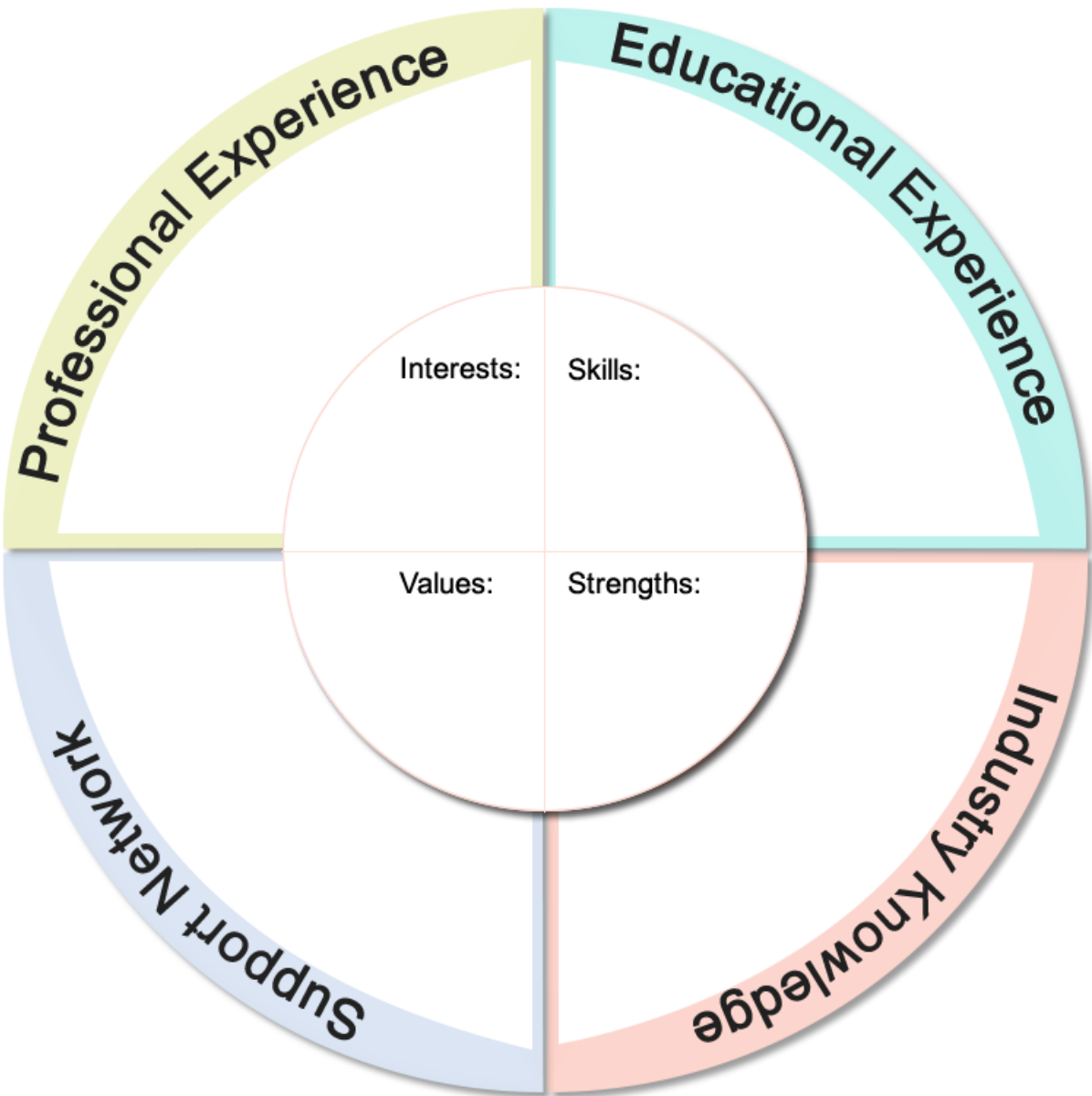
Who are your mentors and biggest supporters in your education & career journey? Who do you turn to for advice and support? Who would you like to reach out to next?

### D. Industry Knowledge:

Where are you looking to gather new information about your professional industries of interest? What additional resources, opportunities, and events are you interested in exploring?  
(E.g. conferences, professional associations, community groups, websites, social media, podcasts, news)

# Section 3: Personal Assets Inventory

Now that you have reflected on some of your Core Assets and your External Assets, review your answers in Sections 1 and 2, then copy each response to the corresponding unit of the Personal Assets Inventory Diagram:



## Section 4: Next Steps

### Brainstorm Career Planning Ideas:

**A.** What job positions have you explored so far? What career titles have you been interested in lately?

**B.** What are some challenges or barriers that you can foresee arising in your upcoming job search? What do you need in terms of support or resources to overcome these challenges?

### Ask for Feedback:

To get a broader perspective about your Personal Assets and challenges reach out to your support network and ask for feedback. Try to ask a few different people the same questions, and see if you can spot any patterns or themes (Moses, 2003).

**A.** What do you see as my natural strengths?

**B.** What do you see as my greatest area for improvement?

**C.** In what situations have you seen me struggle?

**D.** In what situations have you seen me do my best work and contribute in a valuable way?

## Section 5: Additional Tools & Resources

Uncovering and articulating your Personal Assets can be a challenging process. If you had any difficulties answering the questions in Sections 1 & 2, or if you'd like to further explore different aspects of your personality, here are some great online assessment tools to consider investing in.

### Personality Assessments:

#### Personality Type:

The Myers-Briggs Type Indicator®

#### Strengths:

Clifton StrengthsFinder Assessment

#### Interests:

Holland Code Career Test

#### Values:

Barrett Values Centre Personal Values Assessment (PVA)

Here are some great books to help you continue the process of self-discovery and explore different ways of connecting your current education to your future career path.

### Recommended Readings:

Amundson, N.E. & Poehnell, G. (1998). *Career pathways: Quick Trip*. Richmond, BC: Ergon Communications.

Pollak, L. (2012) *Getting from College to Career*. New York, NY: HarperCollins Publishers.

Moses, B. (2003). *What's Next?* New York, NY: DK Publishing.

Rath, T. (2007). *StrengthsFinder 2.0*. New York, NY: Gallup Press.

Slim, P. (2013). *Body of Work: Finding the Thread that Ties Your Story Together*. New York, NY: The Penguin Group.



## Works Cited

- The Conference Board of Canada. (2017). *Employability Skills 2000+*. Retrieved from <http://www.conferenceboard.ca/topics/education/learning-tools/employability-skills.aspx>
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