

Accomplishments

Your past performance is indicative of future performance. Use the following worksheet to document some of your accomplishments.

Think in terms of the following:

- ❖ What were you proud of doing at work?
- ❖ What did you do better than others around you?
- ❖ Were you ever recognized (formally or informally) for work that you did?
- ❖ Did you ever go above and beyond what was required of you?
- ❖ Were you ever selected to be a part of a team or train others?
- ❖ Did you identify and solve a problem?
- ❖ Did you save time and/or money?
- ❖ Have you improved productivity?
- ❖ Have you ever streamlined operations?
- ❖ Did you devise new strategies?
- ❖ Did you minimize customer complaints?
- ❖ Did you provide a service that did not exist before?
- ❖ Did you develop an idea that was used or presented?
- ❖ Did you help others achieve their goals?

ACCOMPLISHMENT STORIES

Tell what the Situation was, then describe the task you were faced with. Describe the Actions you specifically took (step by step) and then what was the Result.

Situation
Task
Actions • • • • •
Results