

ACCOMPLISHMENTS & STAR STORIES

The key element of today's resumes is including accomplishments to describe your job. Your past performance is indicative of future performance. Use the following worksheet to document your accomplishments.

- 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

Briefly describe the **Situation**, then describe the **Task** you were faced with. Describe the **Actions** you specifically took (step by step) and then quantify the **Result**.

Situation
Task
Actions <ul style="list-style-type: none">•••••
Results