

## PREPARATION

### ACCOMPLISHMENTS:

How good are you and what you do or have done? Your next employer will want to know.

Accomplishment Defined: A time or situation where you changed, corrected, added, deleted, managed, participated in, impacted, counseled, etc. etc .....where YOU made a difference. A task where you exceeded expectations, received an award, got a promotion, impacted a financial change, your boss commended you, received accolades, etc.

**Suggestion:** For the next 3 days take time to list at least 15 things you have accomplished, going as far back as high school and up to today.

After 3 days look over the list and prioritize the list starting with that one thing you are proudest of. Your list should have AT LEAST 40-50 accomplishments.

MEMORIZE EACH ACCOMPLISHMENT.

PRACTICE SAYING (OUT LOUD) WHAT HAPPENED, HOW YOU WERE INVOLVED AND WHAT WERE THE RESULTS. (Did you save money or time? *How* much? What were the circumstances? What problem did you solve? Who was impacted? i.e. what were the ultimate benefits?)

Note: The reason for practicing verbalizing your accomplishments is that when you are facing the interviewer you are not telling this for the first time. *Practice* provides the opportunity to change a *word or* sentence along with being specific and concise.

Let the interviewer pick up on questions that are relevant to the issue.

If an accomplishment is not listed on *your* resume you still *have* a good supply of accomplishments that may be a good fit for a subject being covered during the interview.

If you practice telling about your accomplishments BEFORE an interview chances are you will not be discussing them for the first time under stress.

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Have a friend listen and give feedback when you tell about your accomplishments. Often they will spot some issues that need clarification or may need less verbosity.

When discussing accomplishments leave room for the interviewer to come back with questions about what you just said.

You may just wind up with 3 or 4 different Resume's that have listed different accomplishments. One opportunity may emphasize certain skills and experience that might indicate changing your resume to better fit the position.

Instead of sending a resume along with a cover letter you might try sending only a cover letter listing general experience along with 2 or 3 accomplishments. And offering to send a resume if requested. In the meantime you can do some additional research and homework about the company, the position, and whatever else you can learn that helps you design a resume and list of accomplishments that are a good fit.

Regardless, ALWAYS FIND OUT AS MUCH ABOUT A COMPANY YOU ARE INTERESTED IN BEFORE YOU MAKE CONTACT. THIS YOU GET FROM NETWORKING, RESEARCH, THE LIBRARY, THE INTERNET, NEWSPAPER, ETC.