

ACCOMPLISHMENTS WORKSHEET

Accomplishments Definition:

The result of something you did and the "so what" and the "who cares"

- 1. Use examples that give you credibility*
- 2. Describe a personal strength that contributed to the result*
- 3. Be very specific, dramatize the situation, set the stage*

<p>ACCOMPLISHMENT # 1:</p> <hr/> <hr/> <hr/> <hr/> <p><i>Situation</i> _____</p> <hr/> <hr/> <hr/> <hr/> <p><i>Task</i> _____</p> <hr/> <hr/> <hr/> <hr/> <p><i>Action</i> _____</p> <hr/> <hr/> <hr/> <hr/> <p><i>Result</i> _____</p> <hr/> <hr/> <hr/> <hr/>	<p>EMPLOYER</p> <hr/> <p>JOB TITLE</p> <hr/>
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ACCOMPLISHMENT # 2:	EMPLOYER
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	JOB TITLE
<hr/>	<hr/>
<u>Situation</u> _____ <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<u>Task</u> _____ <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<u>Action</u> _____ <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<u>Result</u> _____ <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

ACCOMPLISHMENT # 3	EMPLOYER
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	JOB TITLE
<hr/> <p><i>Situation</i> _____</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/>
<p><i>Task</i> _____</p> <hr/> <hr/> <hr/> <hr/> <hr/>	
<p><i>Action</i> _____</p> <hr/> <hr/> <hr/> <hr/> <hr/>	
<p><i>Result</i> _____</p> <hr/> <hr/> <hr/> <hr/> <hr/>	

ACCOMPLISHMENT # 4:	EMPLOYER
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<hr/>	JOB TITLE
<hr/>	<hr/>
<i>Situation</i> _____	
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<i>Task</i> _____	
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<i>Action</i> _____	
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ACCOMPLISHMENT # 5:	EMPLOYER
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	JOB TITLE
<hr/>	<hr/>
<u>Situation</u> _____ <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<u>Task</u> _____ <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<u>Action</u> _____ <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<u>Result</u> _____ <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

