



Professional Achievements Work Sheet

By Bill Quackenbush, CPC, CTS
President, QCI Technical Staffing

It is important that you know your achievements to be effective in your job search. The best time to develop this is early in your job search process; BEFORE you write your resume, decide what companies you want to apply to, develop your elevator speech, etc. The second best time to develop this (or the best time to review this) is before an interview. Below is the process you should follow to do this effectively.

Review your professional achievements for your 3 most recent employers. For each employer:

- List your accomplishments / achievements for each position while working here.
- Think about and then list appropriate items from this list.
 - List the strategies and development processes you used to bring about the results.
 - What was the problem and how was it detected?
 - Whose “buy in” you had to get to begin and/or succeed.
 - Your role in the process
 - What hurdles you overcame.
 - What tools / approach you used to address / fix the problem.
 - Were you on time and/or under budget?
 - What were the results (**list as a number – percentage change / dollar savings**) and lastly
 - In hindsight what you would do differently now.

After you complete the worksheets then utilize this information when you write your resume, cover letters and emails. Then review it again before your interview (take it with you) and weave this information into your answers to interview questions. Companies want to hire doers and problem solvers, show them that you are one!

Company _____ Position. _____
(Copy this sheet as needed and use for at least 3 employers / positions)

Accomplishments	Problem, Strategy, buy in, role, tools, results, hindsight.
1.	
2	
3	

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1.	
2	
3	