

ACCOMPLISHMENTS

To use this worksheet, list an accomplishment, then identify the skills you use to achieve it. This is another way to help you identify your skills. An accomplishment example is: Published School Newspaper. The skills would be things like: coordinated newspaper staff, edited articles, proof read final print, etc. Everything you do can be considered an accomplishment with associated skills. Remember the skills you identify should be measurable.

Accomplishment _____

Skills 1. _____
2. _____
3. _____
4. _____
5. _____

Accomplishment _____

Skills 1. _____
2. _____
3. _____
4. _____
5. _____

Accomplishment _____

Skills 1. _____
2. _____
3. _____
4. _____
5. _____

What Can You Offer An Employer

Review your qualities, strongest skills, and accomplishments. Write statements about yourself based on your qualities, skills and accomplishments. These statements can become part of your resume.
