

A. Accomplishments

Comprehensive Preparation for
a Successful Job Search

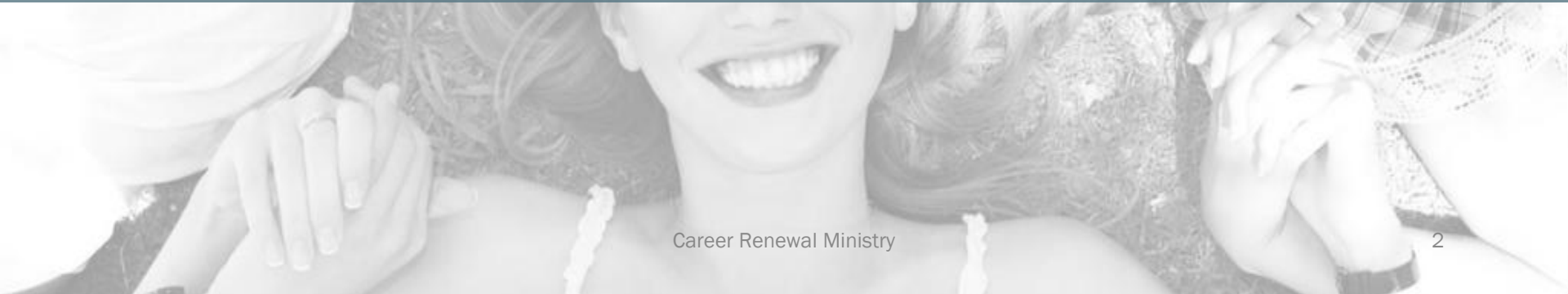


We gather with our sisters and brothers in need.

We are aware of the struggles in our economy that we all face and share.

We recognize that we are called to help one another.

We reach out to our heavenly Father to acknowledge the many gifts that we have been given and understand that God is always there for us.



Basic Tools for a Job Search

A. Accomplishments

B. Problem Action Result (PARs)

C. Power Stories

D. Resumes & Cover Letters

E. Networking Bio & Two-Minute Elevator Speech

F. Web Presence

G. Interviewing Preparation

H. Networking

What will I do?

- Document accomplishments to help you prepare in several areas:
 - PAR statements
 - Power stories
 - Resumes
 - Cover letters
 - Networking and networking biographies
 - Elevator speech
 - Web profile
 - Interviews

What is an accomplishment?

accomplishment 

noun | ac·com·plish·ment | \ə-ˈkäm-plish-mənt, -ˈkəm-ʌ

Simple Definition of ACCOMPLISHMENT

- : something done, achieved, or accomplished successfully
- : the successful completion of something : the act of accomplishing something
- : a special skill or ability gained by practice or training


Source: Merriam-Webster's Learner's Dictionary

What have you accomplished?

- Use the following questions to generate ideas:
 - What special project/task were you selected for?
 - What is something that
 - you are proud of?
 - you were praised for?
 - you received recognition for?
 - people come to you for?
 - What action
 - did you take that made a difference?
 - resulted in a measurable achievement?

Start Your List

Accomplishments Worksheet



A. Write out the accomplishment you identified.

1. _____

B. Identify three more accomplishments/actions you completed that were significant.

2. _____

3. _____

4. _____

Which version appeals to you?

Accomplishment A

- Saved the firm money in supplier costs
- Created software to reduce errors and save time

Accomplishment B

- Saved the firm \$150k per year in supplier costs
- Created software that reduced errors by 20% and increased efficiency by 50%

Add to Your List

Accomplishments Worksheet

A. Write out the accomplishment you identified.

1. _____

B. Identify three more accomplishments/actions you completed that were significant.

2. _____

3. _____

4. _____



What sources of information?



People

- Coworkers
- Supervisors
- Colleagues
- Professional contacts
- Suppliers
- Customers
- Friends
- Family



Documents

- Performance reviews
- Awards
- Job descriptions
- Resumes



Websites

- LinkedIn profiles
- Jobhero.com



Places

- Volunteer experience
- Former workplaces
- Clubs
- Professional Associations

Create a Source List

Accomplishments Worksheet



C. List sources of information that will help you to identify more accomplishments.

1. People (e.g., coworker)

- i. _____
- ii. _____
- iii. _____

2. Documents (e.g., performance review)

- i. _____
- ii. _____
- iii. _____

3. Websites and electronic sources (e.g., LinkedIn profile)

- i. _____
- ii. _____
- iii. _____

4. Places

Discussion

- What is one of your accomplishments?
- What do you like about your accomplishment?
- How might you improve your accomplishment?
- How did generating the source list help?

Action Plan

Complete a list of 20 accomplishments

- Refer to your source list to generate ideas.
- Get the ideas down.
- Don't worry about details, duplication, or overlap.
- Bring the results to the next CRM meeting.

Closing

- Are there any issues you might encounter while completing your list of accomplishments?
- Be prepared to discuss your list.
- Bring your portfolio folder and your resume if available

Accomplishments Worksheet

Quantifying Accomplishments - Reference:

- Saved money; How much in \$ or %?
- Improved sales; By how much, from what to what?
- Improved productivity and efficiency; By how much? Over what time?
- Implemented new systems or processes; With what result?
- Launched new products or services; With what result?
- Achieved more with (same or fewer) resources
- Resolved a major problem with little investment; How much?
- Participated in technical/operational improvements; With what result?
- Exceeded accepted standards for quality or quantity; By how much or in what time period?
- Identified need for a program or service; That would offer what result?
- Prepared original reports, studies or documents; With what result?
- Served on committees; With what outcome?
- Selected for boards, teams or task forces; Based on what criteria?
- Resolved customer problems ; With what impact on the customer or the business?
- Rated outstanding in performance reviews; Based on what achievements?

Consider being able to back up your claims with the power story that fits the situation and will impress the future employer