

Get The Job You Want, Even When No One's Hiring
Your Job Search Survival Toolkit

Accomplishment Stories

Using the instructions and examples, select 5 or 6 work-related examples from any time in your career, and answer the following questions to complete the “stories.” Each of your answers should constitute its own paragraph on the page (so each full story will be written in 5 separate paragraphs).

The stories should be written on the following separate pages (one story per sheet), following the 5-step structure shown below. Give a short title to each story, and type it at the top of each respective page.

Get The Job You Want, Even When No One's Hiring
Your Job Search Survival Toolkit

TITLE #1:

1. What was the problem, need or challenge?

2. What did you do about it? (Not the team or department – YOU).

3. How did you do it, specifically?

4. What positive, tangible results did you produce? (Quantify if possible)

5. What skills did you demonstrate?* (List 3-4 skill words for each story).

* Skill words include the following. Use only the words below; selecting 3 to 4 maximum per story, to answer question #5.

Management, Observation, Communication, Leadership, Presentation, Persuasion, Analysis, Innovation, Team-Building, Problem-Solving, Follow-Through, Organization.

Get The Job You Want, Even When No One's Hiring
Your Job Search Survival Toolkit

TITLE #2:

1. What was the problem, need or challenge?

2. What did you do about it? (Not the team or department – YOU).

3. How did you do it, specifically?

4. What positive, tangible results did you produce? (Quantify if possible)

5. What skills did you demonstrate?* (List 3-4 skill words for each story).

* Skill words include the following. Use only the words below; selecting 3 to 4 maximum per story, to answer question #5.

Management, Observation, Communication, Leadership, Presentation, Persuasion, Analysis, Innovation, Team-Building, Problem-Solving, Follow-Through, Organization.

Get The Job You Want, Even When No One's Hiring
Your Job Search Survival Toolkit

TITLE #3:

1. What was the problem, need or challenge?

2. What did you do about it? (Not the team or department – YOU).

3. How did you do it, specifically?

4. What positive, tangible results did you produce? (Quantify if possible)

5. What skills did you demonstrate?* (List 3-4 skill words for each story).

* Skill words include the following. Use only the words below; selecting 3 to 4 maximum per story, to answer question #5.

Management, Observation, Communication, Leadership, Presentation, Persuasion, Analysis, Innovation, Team-Building, Problem-Solving, Follow-Through, Organization.

Get The Job You Want, Even When No One's Hiring
Your Job Search Survival Toolkit

TITLE #4:

1. What was the problem, need or challenge?

2. What did you do about it? (Not the team or department – YOU).

3. How did you do it, specifically?

4. What positive, tangible results did you produce? (Quantify if possible)

5. What skills did you demonstrate?* (List 3-4 skill words for each story).

* Skill words include the following. Use only the words below; selecting 3 to 4 maximum per story, to answer question #5.

Management, Observation, Communication, Leadership, Presentation, Persuasion, Analysis, Innovation, Team-Building, Problem-Solving, Follow-Through, Organization.

Get The Job You Want, Even When No One's Hiring
Your Job Search Survival Toolkit

TITLE #5:

1. What was the problem, need or challenge?

2. What did you do about it? (Not the team or department – YOU).

3. How did you do it, specifically?

4. What positive, tangible results did you produce? (Quantify if possible)

5. What skills did you demonstrate?* (List 3-4 skill words for each story).

* Skill words include the following. Use only the words below; selecting 3 to 4 maximum per story, to answer question #5.

Management, Observation, Communication, Leadership, Presentation, Persuasion, Analysis, Innovation, Team-Building, Problem-Solving, Follow-Through, Organization.

Get The Job You Want, Even When No One's Hiring
Your Job Search Survival Toolkit

TITLE #6:

1. What was the problem, need or challenge?

2. What did you do about it? (Not the team or department – YOU).

3. How did you do it, specifically?

4. What positive, tangible results did you produce? (Quantify if possible)

5. What skills did you demonstrate?* (List 3-4 skill words for each story).

* Skill words include the following. Use only the words below; selecting 3 to 4 maximum per story, to answer question #5.

Management, Observation, Communication, Leadership, Presentation, Persuasion, Analysis, Innovation, Team-Building, Problem-Solving, Follow-Through, Organization.