

ACCOMPLISHMENTS/ACHIEVEMENTS

List 2 or 3 activities that you consider ACCOMPLISHMENTS or ACHIEVEMENTS in your life. The emphasis should be upon events that represent a sense of accomplishment to you and that you feel very good about. Do not be concerned about whether your accomplishments meet a standard of excellence compared to other people.

ACCOMPLISHMENT EXAMPLES:

- I developed an efficient filing system at work.
- I helped my little brother learn to tell time.
- I designed a floor plan for a friend's new house.
- I coordinated a successful fund-raiser for my church
- I ran in the Boston Marathon.
- I earned an "A" in my Oral Communications class.

#1 ACCOMPLISHMENT: _____

#2 ACCOMPLISHMENT: _____

#3 ACCOMPLISHMENT: _____

Underlying your accomplishments are **skills** and **personal qualities** that made it possible for you to be successful. Using the following examples as a guide, identify the abilities, skills and personal qualities you exhibited that resulted in a job well done.

EXAMPLES

ACCOMPLISHMENTS

- Efficient filing system
- Run Boston Marathon
- Child tell time

- Design a floor plan

SKILLS/PERSONAL QUALITIES USED

- Organized, good judgment, initiative, systematic
- Determination, stamina, goal oriented, adventurous
- Provide clear explanations, ease in relating to children, make complex concepts easy to understand, patient

- Drafting skills, good spatial and visual abilities, planning skills

MY ACCOMPLISHMENTS

MY SKILLS/PERSONAL QUALITIES

#1 _____

#2 _____

#3 _____

Do you want to use any of the above **skills and personal qualities** in the career that you pursue? If yes, list below:

