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**Rate Your Personal and Professional Accomplishments**

An accomplishment is something you know you did well as judged by your own standards. As such, your accomplishments are some of the best reflections of your best skills. They show how you have used your skills to your advantage and how they made a positive impact on your work and on your personal life.

Accomplishments come in all shapes and sizes. Try to remember all the experiences that left you with a sense of fulfillment and satisfaction at school, at work, and in your personal life.

Read the exercise instructions below, and complete on the following pages. Pick the five accomplishments most important to you.

**#1 - Problem**

- Describe an experience you felt proud to have achieved.
- What needed addressing that you responded to?
- What challenges, problems or obstacles did you face?
- Did you initiate something?
- Did you handle a difficult situation?

**#2 - Action**

- Describe what you did about it.
- What action did you take?

**#3 - Result**

- Describe the outcome.
- How did it turn out?
- Why was this important to you?

**Your Accomplishment — A**

#1	_____
	_____
#2	_____
	_____
#3	_____
	_____

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## Sample Accomplishments

### *Your Accomplishment — B*

#1	_____
	_____
#2	_____
	_____
#3	_____
	_____

### *Your Accomplishment — C*

#1	_____
	_____
#2	_____
	_____
#3	_____
	_____

### *Your Accomplishment — D*

#1	_____
	_____
#2	_____
	_____
#3	_____
	_____

### *Your Accomplishment — E*

#1	_____
	_____
#2	_____
	_____

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## Sample Accomplishments

_____
#3 _____
_____

### *A Closer Look at Your Accomplishments*

In each column, representing your five accomplishments, place a check mark next to each functional skill if it was used in the undertaking of the accomplishment. Then total the number of checks next to each skill and place the number in the "total" column.

	A	B	C	D	E	TOTAL
<b>administering</b>						
<b>analyzing</b>						
<b>attending to detail</b>						
<b>budgeting</b>						
<b>communicating</b>						
<b>compiling</b>						
<b>coordinating</b>						
<b>creating</b>						
<b>designing</b>						
<b>implementing</b>						
<b>influencing</b>						
<b>innovating</b>						
<b>instructing</b>						
<b>investigating</b>						
<b>leading</b>						
<b>learning</b>						
<b>managing</b>						
<b>organizing</b>						
<b>planning</b>						
<b>prioritizing</b>						
<b>problem solving</b>						
<b>speaking</b>						
<b>strategizing</b>						
<b>teaching</b>						
<b>writing</b>						

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## Sample Accomplishments

### *Summary of “A Closer Look at Your Accomplishments”*

The skills with the highest scores are probably your strongest and the ones you enjoy using most. Identify your strongest skills by looking at those that appear repeatedly in your accomplishments—the skills in which you have the highest scores.

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Accomplishments reveal a lot about your skills; they also reveal the types of challenges you enjoy and the type of work you find satisfying. What did you find challenging and satisfying in your accomplishments and the situations?

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