

**EXERCISE: TOP THREE ACCOMPLISHMENTS**

List a minimum of three specific examples that you think represent accomplishments in your most recent position. It might be helpful to think of some kind of problem that you needed to solve or responsibilities that were assigned to you. In your examples, list the action(s) you took to solve the problem(s) and the results that could be seen, or even better, measured. Use experiences in which you truly enjoyed yourself.

1) Name of Employer: \_\_\_\_\_

Title/Position Held: \_\_\_\_\_

**Situation:** (What situation, task or problem, needed solving?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action:** (What action did you take?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Result:** (What was the result(s) of your action(s)? Quantify with numbers if possible.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Name of Employer: \_\_\_\_\_

Title/Position Held: \_\_\_\_\_

**Situation:** (What situation, task or problem, needed solving?)

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**Action:** (What action did you take?)

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**Result:** (What was the result(s) of your action(s)? Quantify with numbers if possible.)

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