Assignment 2 Template: Reflecting on Your Skills, Goals, and Accomplishments

# PART 1: ABOUT ME

Answer the following questions to capture how you see yourself, in terms of values, aspirations, key qualities, goals, strengths, and areas of growth:

1) Find a quote or saying that captures your values, motivations, and aspirations and share it here.

2) Describe some of your main personal, academic, and professional goals.

3) What are some of your strength areas? Think about the top 2–3 skills you would advertise about yourself, or consider what others come to you for advice about.

4) What are some areas you would like to grow and improve in?

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# PART 2: ACCOMPLISHMENT STATEMENTS

Accomplishments don’t have to be as large as climbing the top of Mount Everest or starting your own company. We accomplish many things in our lives every day that have meaning. For example, perhaps you organized volunteers for your school’s food drive, or made an extremely profitable sale. Or, if you’re more advanced in your career, perhaps you’ve received a promotion or special recognition.

In this part of the assignment, you’ll identify two accomplishments from work, school, volunteering, or other activities. You’ll then practice communicating these in ways appropriate for a CV or résumé.

To begin, brainstorm accomplishments from your work, school, volunteering, or other activities. Click [Accomplishment Categories](#_a0xjcmbtvdw2) for a list. After you’ve identified two accomplishments, write their story using the information below:

## 1) Think about each of your accomplishments in these terms:

|  |  |
| --- | --- |
| **Challenge** | Situation, problem, or requirement. |
| **Action** | Specific actions you took to resolve or meet the challenge. |
| **Result** | The benefit created in specific and measurable terms. Be sure to tie results to the organization’s goals when possible. |
| **Details** | Clarifying details, such as numbers or percentages, to provide context (consider answering *how many*, *how much*, *how long*, or *how often*). |

Consider the example below of someone with experience as a retail manager:

|  |  |
| --- | --- |
| **Challenge** | An increase in customer complaints about the helpfulness of staff. |
| **Action** | Developed a new training program for staff, got approval from district manager, and once approved implemented it with a regular review process. |
| **Result** | After 3 months, customer complaints decreased. |
| **Details** | Previously, customer complaints averaged 4 per week.  After 3 months, complaints averaged 1 or less per week. |

## 2) Write two stories to practice using this format:

|  |  |
| --- | --- |
| **Challenge** |  |
| **Action** |  |
| **Result** |  |
| **Details** |  |

|  |  |
| --- | --- |
| **Challenge** |  |
| **Action** |  |
| **Result** |  |
| **Details** |  |

## 3) Now, try writing your two accomplishment stories concisely for a résumé or CV:

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| --- |
| **Formula 1:** Result + action + brief description including clarifying details. |
| Example: Decreased customer complaints from 3 per week to 1 or less per week by training staff and implementing a regular review process. |

|  |
| --- |
| **Formula 2:** Action + brief description with clarifying details + results. |
| Example: Trained retail staff in customer-service techniques and implemented a regular review process, decreasing customer complaints from 3 per week to 1 or less per week. |

|  |
| --- |
| **Accomplishment 1 Story** |
|  |

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| --- |
| **Accomplishment 2 Story** |
|  |

**Note:** Delete this Accomplishment Categories section before handing in your completed template.

## Accomplishment Categories

**Saving Time:**

* shortening a procedure
* optimizing a process
* establishing a new procedure
* investing in new technology
* retraining staff
* identifying inefficiencies
* changing a schedule
* recommending new systems

**Saving Money:**

* using supplies more effectively
* eliminating unneeded reports
* contracting with a new vendor
* reducing underperforming programs
* properly scheduling staff
* recruiting volunteers
* creating something from scratch
* finding cost-effective solutions

**Making Money:**

* increasing sales/profits/market share
* enlarging a market
* finding a new market
* expanding class offerings
* developing new services
* inventing something
* winning a grant
* enrolling new participants
* retaining clients/customers/students
* developing partnerships
* upselling customers
* extending contracts

**Reducing Risk:**

* meeting government requirements
* improving testing
* fixing a problem
* ensuring safety standards are met
* decreasing negative behaviors
* increasing positive behaviors
* protecting against a hazard
* developing policies

**Improving Quality:**

* upgrading a system or software
* updating a course
* facilitating employee training
* instating best practices
* implementing new procedures

**Recognition:**

* winning an award
* securing a promotion
* achieving a certification/degree
* boosting customer satisfaction
* improving employee engagement
* increasing teamwork
* reducing errors
* receiving positive feedback
* earning a bonus
* accepting a board position

**Creating Positive Outcomes:**

* implementing successful intervention
* teaching life skills
* observing behavioral change
* fostering therapeutic relationships

# PART 3: REFLECT ON YOUR EXPERIENCES

1) How has reflecting on your goals, strengths, areas of growth, and accomplishments been valuable for you?

2) What are ways you can build in a regular practice of reflection?

3) In your current understanding of the 10 Skills, identify 1–2 skills that you believe have helped you reach the accomplishments listed in Part 2. Briefly explain how.

4) After practicing writing your accomplishments in a CV or résumé-appropriate style, do you feel more confident in expressing your accomplishments to an employer? Briefly explain.