

# Analyzing Accomplishments

List your top 5 accomplishments in the first column. Give them a title/label/headline (which will also help you remember them). Then evaluate them with **yes** or **no** based on the 6 criteria shown.

|                  | Is it recent (last 2 or so years)? | Does it contain metrics? | Is it specific? | Does it give you sufficient credit? | Does it pass the "so what?" test? | Is it relevant to the job you seek? |
|------------------|------------------------------------|--------------------------|-----------------|-------------------------------------|-----------------------------------|-------------------------------------|
| Accomplishment 1 |                                    |                          |                 |                                     |                                   |                                     |
| Accomplishment 2 |                                    |                          |                 |                                     |                                   |                                     |
| Accomplishment 3 |                                    |                          |                 |                                     |                                   |                                     |
| Accomplishment 4 |                                    |                          |                 |                                     |                                   |                                     |
| Accomplishment 5 |                                    |                          |                 |                                     |                                   |                                     |

**Making your final selection of 3 accomplishments:** Ideally, you will say "yes" to all criteria for your top 3 accomplishments, but use your best judgment. An accomplishment that fails to meet one or more of the criteria shown may still be worth considering. For example, it's OK if you have an accomplishment or two that are not recent, especially if you are in your early career and lacking experience. It's also OK to have some accomplishments that have no metrics because not all accomplishments are measurable. An accomplishment about which you answer "no" to any of the columns shaded at the top should probably be tossed or improved to address the issue(s).