

SCENE#
1



Do you feel accomplished? I've encountered people who think they have no accomplishments, but I don't buy it. An accomplishment is defined as something you've completed or achieved. Everyone can say they've done that. Feelings of accomplishment lead to feelings of satisfaction. We almost always feel good when we've completed a project, especially when we've completed it well and seen positive results from it. But tracking our accomplishments and progress can do much more; it can make us happy in our work. When we share progress and accomplishments with others, we reinforce them in our own minds and feel them boost our confidence and self-esteem. Accomplishments tell us we've met our goals.

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In the job search, accomplishments are the points that really help sell a job-seeker to an employer – much more so than everyday job duties. You can leverage your accomplishments for job-search success at all stages of the process: resume, cover letter, interview, and more. Hiring decision-makers want to see the results you attained for past employers, what you accomplished, the value you added, and how you made a difference in your past jobs. They want to gain a sense of the complexity and significance of what you've done. Telling employers the duties and responsibilities you handled in your past jobs is not enough; in fact, to a great extent, you should avoid focusing on duties and responsibilities when you attempt to sell yourself to future employers.

PROJECT IDENTIFYING, ANALYZING, AND STRUCTURING ACCOMPLISHMENT STORIES FROM PAST EXPERIENCES

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For most people, it's not a question of having accomplishments or not; it's the fact that they have difficulty determining what their accomplishments are. Why is it so hard:
It hasn't occurred to us to record accomplishments beginning early in our careers.
We can't remember what we've accomplished.
We're not sure we've done anything worthy of being called an accomplishment.
We have difficulty seeing ourselves as others see us.
We're worried about being perceived as boasting.

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One way to open our minds about accomplishments is to realize that an accomplishments can come from any part of our lives – career, school, sports, hobbies, military, even family. For the purposes of job search, not every accomplishment in every corner of your life is worth mentioning. The example I like is Eagle Scout status. Even though this honor is from relatively early in life, people earning it are recognized as being high achievers and performers. Early in your career, it's reasonable to include Eagle Scout on your resume. Same goes for sports achievements. If you're entry-level with minimal experience, accomplishments that show competitive drive and teamwork can be valuable.

PROJECT IDENTIFYING, ANALYZING, AND STRUCTURING
ACCOMPLISHMENT STORIES FROM PAST EXPERIENCES

SCENE

5



This learning experience gives you the opportunity to spend some time brainstorming your accomplishments, using prompts or your own techniques for brainstorming. Once you have a list of accomplishments, you will analyze them against a set of criteria for suitability to your job search. After learning more about structures for accomplishment stories, you will develop a story based on one of your accomplishments. Why a story? Because stories have been shown to be more memorable than facts and can cultivate an emotional connection between storyteller and audience. At the end of this learning experience, you should be equipped to brainstorm and analyze accomplishments and develop them in a data-bank of stories to use in your job search.

DESCRIPTION OF LEARNING/INSTRUCTIONAL GOAL: Learners will be able to identify and analyze their accomplishments and describe these accomplishments within a storied framework

SINGLE OBJECTIVE TIED TO GOAL: Recognize importance of accomplishments, why people have difficulty brainstorming accomplishments, and that accomplishments can come from many sectors of life.