



1 What you have done in the past (list examples of things you've done in your current or past jobs to):

Save process time example(s)

\$ Increase sales/make money example(s)

\$ Save expenses/money example(s)

What is your lasting contribution?

\$ Increase productivity/output example(s)

What awards or special recognition have you received?

2 What would people you've worked with say about you?

How would your best colleagues and supervisors describe your work?

How would your best colleagues and supervisors describe what it's like to work with you?

3 What experience do you have that relates to your Target Employers?

Years of experience in related jobs
Relevant education

Years of experience in target industries
Relevant training or certifications

Great job - right?! We hope you are pleasantly surprised, as others have been, to recall the many things you have accomplished.