

**CAREER ACCOMPLISHMENTS**

Use this worksheet to create a library of career accomplishments. Attempt to generate 3-5 for each of the positions you have held for the past 5-10 years. Start with the most recent position and work in reverse chronological order.

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| **Situation** |  | | |
| **Tasks** |  | | |
| **Actions** |  | | |
| **Results** |  | | |
| **CAREER ACCOMPLISHMENT STATEMENT (Always begin with a strong action word)** | | | |
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