



# REFLECTION

## Accomplishment Statements

Make a list of job titles. Go back in time and imagine yourself in that position again. Visualize the people, the sights, the sounds and the daily routines. Write a brief paragraph that creates a word picture. Remember when you resolved an emergency, dealt with a difficult situation or handled a responsibility.

- What talent or skill did you use?
- What could you do better than your co-workers?
- How did you make a difference for your co-workers or the company/organization that you were working for?
- Did you receive recognition?
- Can you document the results with dollar amounts, figures or percentages?
- Do your most successful jobs have something in common?
- Did you work on your own or with others?
- Did your responsibility increase or did you know the job well?

Job Title
Accomplishment Statement:
Job Title
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Job Title
Accomplishment Statement:

“Someday you will look back on your life and realize that everything worthwhile you’ve ever accomplished initially challenged you. And that is as it should be, because big challenges often prepare ordinary people for extraordinary success.”  
Melchor Lim