



## Accomplishments Brainstorming Worksheet

**Purpose:** This worksheet is your first step in building a strong job search foundation. Begin by writing your Accomplishment Statement Sheet, where you reflect on your past roles and experiences. Capture the moments when you made an impact, big or small. Don't worry about grammar or format at this stage, just get your ideas down! These notes will become the starting point for creating a results-focused resume and developing compelling interview stories and answers.

### \* Think About These Areas:

#### Problem Solving

- Did you fix a recurring issue?
- Did you suggest or implement a new way of doing something?

#### Efficiency or Improvement

- Did you save time, money, or resources?
- Did you make a process smoother or faster?

#### Customer or Client Service

- Did you handle a difficult customer or situation successfully?
- Did you get positive feedback from a customer or supervisor?

#### Leadership or Initiative

- Did you lead a project, even informally?
- Did you step up when no one else did?

#### Teamwork and Collaboration

- Did you contribute to a group success?
- Did you help a coworker improve or succeed?

#### Recognition or Praise

- Did you receive an award, bonus, or shout-out?
- Were you trusted with extra responsibilities?

#### Learning and Growth

- Did you master a new skill?
- Did you train others or share knowledge?

#### Goal Achievement

- Did you meet or exceed goals, quotas, or deadlines?
- Did you help others achieve their goals?



## Write Your Notes Below

Use the spaces below to jot down anything that comes to mind. Don't filter—just write!

**Job/Role:** \_\_\_\_\_

**Accomplishment Ideas:**

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**Accomplishment Ideas:**

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