

Sample Sheet for A lot of Experience

This worksheet provides some guidance on how to write an accomplishment statement for someone with a lot of experience, which often includes having a degree and clear career path. It is important to consider how to write accomplishment statements and what experiences you can mention.

Example of an accomplishment statement:

Marketing Position:

Assisted with the creation of marketing material to promote upcoming recruitment events and generate interest from the community

Some Examples:

- Accountant
- Office Manager
- Teacher
- Plumber
- Sales Manager

Brainstorm a list of examples:

Write your own accomplishment statements using the list you created above:

C – Challenge: What was your task?

A – Action: What was involved in completing the task?

R – Results: What was the outcome of your actions?