

Sample Sheet for Some Experience

This worksheet provides some guidance on how to write accomplishment statements for someone with some experience. It is important to consider how to write accomplishment statements and what experiences you can mention on your resume.

Example of an accomplishment statement:

Camp Counsellor Position:

Developed a program plan for campers aged six to ten by planning games, crafts, activities, and themes which ensured a fun-filled week for all campers

Some examples:

- Summer camp counsellor
- Volunteer at a retirement home
- Tutoring
- Volunteer at Red Cross
- Volunteer at local foodbank
- Music lesson teacher

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?