

ACTIVITY 4

IDENTIFYING YOUR ACHIEVEMENTS

This activity can also be found on page 36 of *You're Hired! Standout CVs*, written by Corinne Mills and published by Trotman in 2023.

Think about the following questions to help you gather your achievements and the contributions you have made at work.

ACHIEVEMENTS

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| What positive feedback have you received at work and why? | |
| Have you received any awards, commendations or nominations? | |
| What personal, team or organisational targets have you met? | |
| Have you saved time, money or resources for the organisation? | |
| Have you helped increase profits, customers and sales? | |
| Have you helped quality or increased efficiency at work? | |
| Have you improved customer service for internal or external customers? | |
| What work challenges have you faced that you were able to overcome? | |
| What have you helped to change, and what has been the impact? | |
| Have you helped make a positive impact in the wider world? | |