## Library of Accomplishments

Now that you have reminded yourself about all the wonderful skills and strengths you possess, it is time to put together your library of accomplishments.  It can be hard, especially when you are put on the spot, to remember your professional achievements.  Creating a library can help you keep track of all you have done, and it is easy to update regularly.  While a lot of this information may already be on your résumé or your LinkedIn profile, there are often many other accomplishments that are worth mentioning during an interview or networking event.  Things to include in your library of accomplishments:

- Education,
- Awards and accolades
- Publications
- Project contributions
- Targets met or exceeded
- Specific results

- Team accomplishments
- Improved processes
- Products designed or improved
- Problems solved, and
- Goals met

When putting together your library, remember to include specific and objective details such as timelines as well as other relevant facts and figures.  For example, *"I recently reviewed our technical support contract and found we were being charged for services we no longer use.  With a quick 5-minute phone call to the provider, I was able to amend the pricing structure resulting in an annual savings of over 35%."*

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| **Achievement # 1** |
| **Measurable outcome** |
| **Skills or expertise used** |
| **Transferable skills used** |
| **I'm most proud of** |
| **The most useful thing I learned was** |

| Achievement # 2 |
| --- |
| Measurable outcome |
| Skills or expertise used |
| Transferable skills used |
| I'm most proud of |
| The most useful thing I learned was |

| Achievement # 3 |
| --- |
| Measurable outcome |
| Skills or expertise used |
| Transferable skills used |
| I'm most proud of |
| The most useful thing I learned was |

| Achievement # 4 | |
|---|---|
| Measurable outcome | |
| Skills or expertise used | |
| Transferable skills used | |
| I'm most proud of | |
| The most useful thing I learned was | |

| Achievement # 5 | |
|---|---|
| Measureable outcome | |
| Skills or expertise used | |
| Transferable skills used | |
| I'm most proud of | |
| The most useful thing I learned was | |

Add more as required!