

# Key Skills & Achievements

**You are a rock star.** You really are! The trouble is, you don't know it yet. Or, maybe one day you knew it, but you've forgotten. You've been working so hard to just get your job done, you haven't stopped to admire your handiwork. That's where I come in. Walk through this set of exercises to capture all your terrific skills and achievements ... before the job search makes you start to question yourself. You will need to know your greatest skills, strengths and accomplishments to write an effective resume & LinkedIn profile. You will also need them when you start interviewing. It is SO MUCH easier to capture these now ... before your job search makes you start to question yourself. Brain dump! What do you do well? Write it all down! Anything that comes to mind is good!

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## Proudest life achievements *Your inner-warrior stories*

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## Proudest one-the-job success stories

You've done some brag-worthy things at work! What are they! Scratch down a few of your proudest achievements. We'll clean them up and turn them into STAR stories next week.

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## Key skills & experiences

Are you starting to see how smart and talented and tough you are? You've done hard things before! You've learned a LOT along the way! What skills did you use to achieve these things? Write down everything that comes to mind. Think especially about your 'soft skills' like grace under pressure, tenacity, mediation, communication.

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