



Step 9: Record of Achievements Worksheet

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Introduction

A “Record of Achievements” folder is, well, a record of your achievements! Think of it as a place to store all of the great things you’ve done so far in your personal and professional life.













Depending on your age and how much you’ve already filed away, you may have to play catch up for a bit, but it’s all doable. If you have actual certificates and printed documents to include, that’s awesome! If not, start recording what you can remember from early High School to where you are right now. Then, going forward, anytime you get recognition for anything positive, whether it has to do with your education, a part time or full time job, your community service or anytime you volunteer for something, write it down!

Save newspaper articles, letters of recognition, honor roll or dean’s list notices, anything you have done that a potential college or employer can use in the selection process. The more “attaboys” (or girls!) you have, the more you will stand out from the crowd.

This is actually a thing in the UK, so it must be a formal folder to be presented to a college or employer, but everywhere else it’s just a really, really, REALLY good idea. In fact, I suggest you create a formal folder even if it’s NOT required where you live. It will speak volumes about you to whomever you are trying to impress!

In addition to making you look good, keeping a record of your achievements will make every application you ever do for the rest of your life that much easier. Chances are pretty good that you will be climbing the professional ladder throughout your life and each time you move up a rung, you will more than likely have to show everyone how wonderful you are. Your folder is there to remind yourself of all the great things you have done!

What To Include:

-  Your education, beginning in High School and continuing to the present. Include dates attended, the school address and phone number and what type of degree you earned for each level of education.
-  Your employment record, beginning in High School and continuing to the present. Include starting and ending dates, duties performed, whether you were a supervisor and whatever advancements you made within each company.
-  Any additional training you received, outside of a traditional school.
-  Evidence of qualifications (special licenses that you've earned, certificates of completion, etc.)
-  References, both personal and professional, including names, addresses, phone numbers and how you know each other.
-  Letters of recommendation you've received (from teachers, employers or friends).
-  Any awards you've received, no matter how insignificant you believe them to be.
-  Letters of commendation from teachers, customers, employers, organizations, etc.
-  All academic achievement awards (Deans List, Honor roll, graduating honors...)
-  All scholarships you've earned.
-  All volunteer activity.
-  All Community activity (explain what you did and what organization you supported).

Preparation

If you are actually going to bring your folder to an interview, present the information in a neat and organized way. Organizational tabs will make it easier for you (or the interviewer) to find the requested information. And remember, this is not a one and done project. Hopefully this will be a valuable companion for a lifetime of career advancement. Whenever you reach a new milestone, receive an award or get recognized for something positive, write it down, cut out the article, make a copy of it or do whatever you have to do to include it in your achievement folder. Your 50 year old self will say thank you!