

REWRITING RESPONSIBILITIES AS ACHIEVEMENTS

The statements in the table below provide examples of responsibilities you might have at work. Re-write these to turn them into achievements, using the example above to help you.



Responsibility	Achievement
1. Tasked with arranging the shop shelves	
2. In charge of creating the menu for the café	
3. Add in your own from a previous job/work placement/home life	
4. Add in your own from a previous job/work placement/home life	

Example answers upside down at the bottom of the page.

REMEMBER:

Employers want to know about the good work you've done in the past.



1. I arranged the shop shelves according to the shelving policy communicated to me
2. I created the menu for the café and managed the design and printing processes with the printers

ACTIVITY 6: TURNING EXPERIENCES INTO SKILLS

Now that you have identified these experiences, the next step is to show and communicate the skills you demonstrated in each situation.



Go back through each of your responses and highlight the parts which you think required a skill.

REMEMBER:

These skills can also be used in interviews to give examples of when you have demonstrated certain skills or behaviours.

