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"Recognizing Your Accomplishments"

Presented to Job Seekers of Montclair

TWO KEY QUESTIONS YOU NEED TO ANSWER:

- 1. What do YOU want to do? What will you be RESPONSIBLE for?**
- 2. Why would THEY hire you for a particular position? What CAN you do? What is your VALUE to them?**

Knowing & Understanding Yourself

- What makes you tick?
- What do you *like* to do? ... dislike?
- *Be assertive* ... not passive nor aggressive.
- Myers-Briggs Type Indicator (MBTI) [I'm an "ENTP": Extroverted, iNtuitive, Thinking, Perceptive.]
- What's your mix among these goals: money; job security; challenging work; recognition? (That is, if you had 100 points, how would you divvy them up?)

Personal Assessment Inventory

- Do your SWOT! What are your ...
 - Internal **S**trengths & **W**eaknesses
 - External **O**pportunities & **T**hreats

Am I Who I Think I Am?

- Know yourself – duh?
- What's your reputation? Among friends, colleagues.
- How do you want to (re)position yourself?

Assets & Liabilities

- Read section below on "Discussing your accomplishments" and do the "Accomplishment exercise" in website <http://www.jobseekersofmontclair.org/>.
- You will never (or hardly ever) get objective feedback in the real world.
- Ask peers, friends to solicit feedback. Accept suggestions, consider them, and then make some changes.
- Work on areas you need to improve, not on what you're good at.
- **Take action!!! What's your Action Plan?**

Getting to Know YOU

Identifying your accomplishments - Really getting to know your strengths - can be an important and rewarding task. Accomplishments summarize what you've done successfully in the past and are a good indicator of what you are capable of doing in the future. Sometimes we take our accomplishments for granted. By expecting them to be dramatic achievements, we overlook some of the simple accomplishments that have made us effective in our work and in our lives. Consistently completing assignments, finding more efficient ways to do something, research skills and creativity are all accomplishments, even though we might not recognize them as such. "Knowing Your Accomplishments" is a critical part of getting to know yourself. Understanding the traits that made you effective and satisfied in the past will help you identify what you want to do in the future. It also helps you to create a resume that reflects your authentic self. Don't underestimate what a valuable tool this knowledge can be in your search for employment and an environment that fits YOU. The following examples might get you started.

Discussing your accomplishments - Knowing what you have accomplished in life will:

- Allow you to point out to others the value you add and the skills and knowledge you've acquired
- Allow you to state what you have done in the past and suggest what you can do in the future
- Allow you to clearly state what you're capable of doing confidently and humbly

Make a list of both personal and professional accomplishments to discuss during an interview. Remember, we gain skills and knowledge in life, not just at our jobs. >> "I raised over \$5000 for a senior center in my town by selling ads to local stores. I not only sold the ads, but I also educated the storeowners about the services the senior center offered." >> "My team and I increased customer service calls by 30%. We analyzed our calls and realized we met the wall with photos of my parents over the last 50 years. They loved it and everyone had a great time."

Accomplishment exercise - Take time over the next few weeks to write about accomplishments from your work and personal life that you enjoyed doing and believe you did well. Meet with someone you trust and tell him or her about your accomplishments. Ask them to listen closely and to list the skills you used in each accomplishment. You may want to copy a list of action-verb skills from a resume book. Decide which accomplishments you would want to share in an interview or a networking situation. Also choose the ones that will go on your resume. Try to determine if there is a pattern in the type of skills you enjoy? If there is, what does that tell you about yourself? Use the following questions to stimulate ideas about your accomplishment. Have you:

- Identified and solved a problem? What was the result?
- Introduced a new way of doing things that made work easier for you or someone else?
- Participated in decision making or planning? What contribution did you make to the team? What were the results of your efforts?
- Produced any reports, programs, publications, promotions, or newsletters?
- Trained or assisted people in learning something new?
- Received any awards or bonuses for work you did?
- Created, build or revised something?
- Discovered something?
- Written a story or term paper?