

HOW WOULD YOU ANSWER THESE?

1. **My specific expertise is - (problems I can solve, results I can achieve) what I can deliver now?**

2. **My unique skills and abilities are (how I solve specific problems/ achieve specific results)?**

3. **What business problems/needs best match with my skills and abilities to add value now?**

4. **Who might have these problems and needs where my abilities can help immediately?**

Significant Professional Achievements Over The Last 3 + Years

1. Key <u>Problem I Solved</u> / <u>Result I Achieved</u> for my Team, Department or Company?	<u>What I did</u> to solve the Problem/achieve Result?	The Work <u>Situation</u> with the Problem to be Solved or Result to be Achieved?
2. Key <u>Problem I Solved</u> / <u>Result I Achieved</u> for my Team, Department or Company?	<u>What I did</u> to solve the Problem/achieve Result?	The Work <u>Situation</u> with the Problem to be Solved or Result to be Achieved?
3. Key <u>Problem I Solved</u> / <u>Result I Achieved</u> for my Team, Department or Company?	<u>What I did</u> to solve the Problem/achieve Result?	The Work <u>Situation</u> with the Problem to be Solved or Result to be Achieved?

MY PARTICULAR EXPERTISE

MY VALUE STATEMENT

To Spark the Interest – “Wow, I’d like to know more about that!”

I CAN

I SOLVE

I ACHIEVE

“HOW-TO COMMUNICATE YOUR ACHIEVEMENTS”

SALES REP –
PUTTING ALL 3 PARTS TOGETHER



“I achieved two hundred thousand in sales my first year. I did this by landing a new account at City Hospital, selling to three different levels, the CEO, CFO, and Chief MD.

I was assigned to open up a new market for our medical equipment.”

A Brief Story

ACHIEVEMENT EXAMPLE HR MGR.

1st Describe a significant Achievement you've made.

"I reduced high turnover of key technical personnel from 30% to 2% within 6 months."

2nd Describe the action you took to achieve the result.

"I found out from employees leaving that they were leaving for more money to other local manufacturers. I did a local area wage survey and found out that their wage scales were 20-30% higher than ours. I met with our executives, sharing the data and getting their ok to adjust our wage scales to be more competitive."

3rd Describe the work SITUATION you were in.

"The company was frequently losing newly trained machinists and assemblers, having a significant impact on production."

ACHIEVEMENT EXAMPLE Accts Receivable Supervisor

1st Describe a significant Achievement you've made.

"I assured timely payments of invoices from our customers at a rate of 99% within a 60 day period."

2nd Describe the action you took to achieve the result.

"I worked closely with our customers and a 3rd party payment vendor on data accuracy and timely processing of key data."

3rd Describe the work SITUATION you were in.

"Financial statements were highlighting extensive delays in customer payments received late, impacting our financial results."

***“I reduce employee turnover
by 90%”***

***“I find new business in my first 6 months
on the job!”***

***“Customers rate my personal service at
100% satisfaction!”***

***“I design new products in half the
industry’s time.”***

“HOW DO YOU DO THAT?”



SAMPLE - I CAN STATEMENTS

“I drive on-boarding website growth by 75%!”

“I increase audience-reach by 30% and boost website traffic by 87%!”

“I increase subscriber base by 51%!”

“I achieve 92% receivable collections regularly!”

“I get 100% acceptance on internal corporate audits!”

“I reduce department operating expenses by 30% or more!”