



The Interview Invitation Toolkit

Worksheet 3 of 4 | Achievement Builder

Estimated time: 20-30 minutes

Uncover the Value You've Already Created.

Before you start, many people tell me:

- "I've just been doing my job."
- "I haven't really achieved anything."
- "I don't know what to write."

The truth is, most people have achieved far more than they realise. The challenge isn't actually a lack of achievements normally, it's recognising them. Let's uncover yours together.

Step 1 - Think About Your Current (or Most Recent) Role

Don't think about your job description though, I want you to think about your impact. The difference you brought to it.

Complete the following questions.

What were you responsible for?

Now ask yourself...

What difference did you make?

Step 2 - Your Impact

Tick anything you've done. Add any of your own at the end.

Did you...

- ☐ Improve a process?
- ☐ Save time?
- ☐ Save money?
- ☐ Increase efficiency?
- ☐ Train or mentor someone?
- ☐ Lead a team?
- ☐ Introduce something new?
- ☐ Solve a difficult problem?
- ☐ Improve customer satisfaction?
- ☐ Support colleagues?
- ☐ Build strong relationships?
- ☐ Deliver a successful project?
- ☐ Meet challenging deadlines?
- ☐ Improve communication?
- ☐ Reduce errors?
- ☐ Take on additional responsibility?
- ☐ Help during organisational change?
- ☐ Receive positive feedback?
- ☐
- ☐
- ☐

Write down anything that comes to mind.

Step 3 - Tell the Story

Choose three examples from that list and complete this table for each.

What happened?	What did YOU do?	What changed because of you?

Remember you don't have to save the company millions! Small improvements matter too.

Step 4 - Add Evidence

Can you make your example more specific?

Instead of saying, "I managed projects", think:

- How many?
- How large?
- Who was involved?
- What was the outcome?

Complete the table.

Achievement	Can I add evidence?

Evidence could include:

- ✓ Numbers
- ✓ Percentages
- ✓ Timescales
- ✓ Team size
- ✓ Budgets
- ✓ Customer feedback
- ✓ Awards
- ✓ Positive outcomes
- ✓ Reduced complaints
- ✓ Increased productivity

Don't worry if you don't have figures though, specific examples are just as valuable.

Step 5 - Turn Responsibilities into Achievements

To help here are some examples.

Example 1

Before:

“Responsible for managing a team.”

After:

“Led a team of 10 colleagues, introducing new working practices that improved efficiency and reduced response times.”

Example 2

Before:

“Managed recruitment.”

After:

“Delivered end-to-end recruitment campaigns, successfully filling specialist vacancies while improving candidate experience.”

Example 3

Before:

“Provided customer service.”

After:

“Delivered high-quality customer service, resolving complex enquiries and building long-term client relationships.”

Now it's your turn. Choose three bullet points from your own CV and rewrite them.

Bullet Point One

Before:

After:

Bullet Point Two

Before:

After:

Bullet Point Three

Before:

After:

Step 6 - Reflection

Take a moment to read your new bullet points. How do they feel compared to the originals?

Do they:

- ☐ Sound more specific?
- ☐ Demonstrate impact?
- ☐ Show value?
- ☐ Help someone understand your strengths?

What else could you improve?

Ella's Coaching Corner ❤️

When working with clients on their CVs, I see many people find it much easier to recognise other people's achievements than their own.

If that's you, please be kind to yourself.

You've probably normalised the things you're good at because you've been doing them for years.

The fact that something feels ordinary to you doesn't mean it isn't valuable to an employer. It doesn't mean everyone can do, do it well and enjoy it. In fact, those things that fall into this category are your strengths, your talents and they are what make you so good at them.

Look around you at the people you know, can they all do those same things? Or do they look to you for those skills perhaps? Are they good at other things? When we find something easy and enjoyable, for some reason, we often discount it. But they make you who you are.

Sometimes the biggest breakthrough isn't rewriting your CV, it's recognising your own contribution.

Your Action

Choose another three bullet points from your CV tomorrow. Rewrite them using what you've learnt, just as you did with the three today. Don't try to rewrite everything in one sitting, small improvements soon add up and taking your time over this will mean an enhanced result.

In the final video, we'll look at one of the easiest ways to improve your chances of getting shortlisted...

Tailoring your CV for each application without having to rewrite it from scratch every time.

Achievement Prompt Bank

Sometimes it can be hard to think of examples until you are prompted.

Here are some prompts that may help you uncover your achievements:

"Think about a time when you..."

- Solved a problem no one else could solve
- Helped a colleague succeed
- Improved a process
- Stayed calm under pressure
- Learned a new system quickly
- Stepped up when someone was away
- Introduced a new idea
- Helped a customer
- Organised something complex
- Worked across different teams
- Managed competing priorities

- Received positive feedback from a manager, colleague or customer
- Took ownership of something without being asked
- Delivered something on time/to budget/to requirements
- Took initiative in some way
- Worked in a team (talk about how and why that mattered)
- Worked alone/remotely (what impact e.g. didn't require supervision to achieve objectives)

Ready for the Next Step?

I hope you've found this worksheet helpful.

Remember, you don't have to do everything in one sitting. Small improvements soon add up.

If, at any point, you'd like more personalised support, I'd love to help.

Whether that's:

- A personalised CV Review
- Professional CV Writing
- Job Application Support
- Interview Coaching
- Career Clarity Coaching
- My signature Your Next Chapter coaching programme

...I'm here whenever you're ready.

Visit: www.ellacoaching.co.uk

To explore the different ways we can work together.

Good luck with your next application!

Ella. 