**Achievements Tracker**

Use this tracker to record your professional achievements, especially measurable results. This will help you write a stronger resume, prepare for interviews, and showcase your impact.

**TIP:** Use action verbs and quantify results when possible (e.g., 'Increased sales by 20%' or 'Reduced processing time by 3 hours').

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role/Title** |  |  |  |  |
| **Company/Org** |  |  |  |  |
| **Key Achievement** |  |  |  |  |
| **Skills Used** |  |  |  |  |
| **Quantified Outcome** |  |  |  |  |

**Additional Notes:**

Use this space to reflect on patterns, repeat strengths, or success stories you’d like to include in your resume: