

DEVELOP A LIST OF ACCOMPLISHMENTS BY WRITING SOAR STORIES

Read through the following questions and check those that apply to you. Beside each item, write a key word that will remind you of that accomplishment.

Accomplishment	Key Word
<input type="checkbox"/> Identify and solve a problem for your department, boss or the company? What were the results?	_____
<input type="checkbox"/> Design or implement a process or procedure to make a job more efficient, easier or more accurate?	_____
<input type="checkbox"/> Save the company money or time? How much? What positive impact did the savings have on the company?	_____
<input type="checkbox"/> Did you increase productivity or reduce downtime? By how much? How did the savings affect the bottom line?	_____
<input type="checkbox"/> Consistently meet or exceed goals or objectives?	_____
<input type="checkbox"/> Did you effectively manage systems or people? What were the results of your efforts?	_____
<input type="checkbox"/> Did you work between departments? How were you able to make things run more efficiently?	_____
<input type="checkbox"/> Train a group or individual?	_____
<input type="checkbox"/> Maintain a strong work record (performance, attendance, safety)?	_____
<input type="checkbox"/> Did you receive any awards, bonuses or promotions?	_____
<input type="checkbox"/> Did you participate in decision making or planning? What contributions did you make to the team? Results?	_____
<input type="checkbox"/> Did you improve the efficiency of people or operations? What were the savings?	_____
<input type="checkbox"/> Were you responsible for reducing staff or trimming an operation? How were you able to do this efficiently?	_____
<input type="checkbox"/> Were you involved in a start-up, shutdown or reorg? What challenges did you face? Successes?	_____
<input type="checkbox"/> Receive a strong compliment from someone in a more senior position?	_____
<input type="checkbox"/> Did you produce reports or data that enabled management to make more informed decisions?	_____
<input type="checkbox"/> Receive a strong compliment from someone in a more senior position?	_____

SOAR STORIES – THE KEY TO A STRONG RESUME, SUCCESS IN NETWORKING AND ANSWERING BEHAVIORAL QUESTIONS

Your resume will stand out, your networking will succeed, and interviews will be easier if you take time to think through and develop your SOAR stories. You want to know your skills so that you can transfer skills into other functional areas or industries. You will need to use *specific* examples of your skills and accomplishments. Refer to your Key Words from the previous page and describe several work-related accomplishments using the SOAR technique.

I. ACCOMPLISHMENT:

1. **Situation:** Describe the situation.
2. **Objective or Obstacle:** Describe the *objective* to be achieved or an *obstacle* you faced in the situation above.
3. **Actions:** Describe the actions that you took.
4. **Results:** Describe the results you obtained and the benefits to your company.

II. SKILLS, STRENGTHS AND TRAITS:

List the skills, strengths and traits used in your story.

- 1.
- 2.
- 3.
- 4.

III. RESUME ACCOMPLISHMENT BULLET:

Turn your accomplishment into a resume bullet which is a shortened version of the SOAR story:

1. Start with an action verb (*List of action verbs attached.*)
2. Name the situation
3. Briefly describe actions
4. Quantify results

IV. INTERVIEW PREPARATION

This SOAR story could answer a variety of questions that begin with “tell me about a time you...”

Repeat these stories for as many accomplishments as possible. It is recommended that you have 6 to 12 SOAR stories.