



## A Resume Building Skills and Talent Assessment.

<b>Skills and Abilities People Notice</b> What skills have people notice I do well? What compliments have I received? What do others say I contribute to teamwork?	<b>Situation When This Occurred</b> Illustrate the work example of when this skill or ability was demonstrated. Cite who noticed. Cite when & where this occurred.
<b>Accomplishments</b> What work projects have you completed that showcase your abilities in this job or can be useful in transferring to another job?	<b>Describe details.</b> Give a detailed description with measurable outcomes where possible. Keep résumé updated.