Enhance your accomplishment statements with the SW3 Test.

Start with the facts!

What did you do and what was the context? Write notes for yourself. Flesh out the context of the situation. Though you may not use everything in your final "bullet point", this will help you craft your message and will be helpful in preparing for interviews and in later conversations.

Here are a few questions to get you started. Create your own list of questions to use as a routine debrief when you add to your list of accomplishments.

- What was the situation or problem?
- What part did you play – were you a player on the team or were you the mastermind?
- How big was the team? Who else was involved?
- What resources did you use?
- How long did it take?
- What were the results?
- Any lessons learned?

At this point do not worry about how you are going to speak or write about your accomplishments. Just focus on the details using plain language.

Apply the SW3-*So What x 3* Test

1. Why was this important to you?

Was it the people you worked with? Your role on the team? What skills, knowledge and competencies did you use that engaged your passions?

2. How was this important to the people or organization you did it for?

Why did they care about what you did? What was the impact? Where was the value? What was measured?

3. Why would this be important for the opportunity you are pursuing?

How does this part of your story speak to a future person or organization that has a problem you can solve?

Though all three "so whats" are important, write and tell your accomplishments speaking to your future. So what #3!

The patterns and themes you may notice will help you align your life interests and career path. Make sure to honor your past, be realistic about your current value, and position your stories of accomplishments to speak to your future.

For Appia users: Use the accomplishment tags to keep track of your accomplishment details or "so what" thoughts; or you might want to store notes in the vignette section.