



3 Steps to Leverage Your Past Successes in Your Current Job Search



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Job seekers who think in-depth about their past successes set themselves up for further success. They gain confidence in their abilities, and this attitude shines through in their application material and interview responses. Prepare to make an outstanding impression by taking the steps below to leverage your past successes in your current job search.

Leveraging your past successes in your [current job search](#) can help give you the confidence you need to succeed.

Here are three steps to leverage your past successes:

1. Maintain an “accomplishments” binder.

Designate a central place to store career-related material that validates your strengths. Items might include performance reviews, letters of appreciation from managers or customers, certifications, and awards. Likewise, include your own notes.

“There is only one sure-fire way to accurately recall past accomplishments—write them down!” says Joel Garfinkle, author of *Getting Ahead: Three Steps to Take Your Career to the Next Level*.

“Everyone should keep a career journal where you can jot down even the smallest accomplishments. Were sales up this month? Write it down. Did you complete a project ahead of schedule and/or under budget? Write it down. Were you asked to present at an industry conference? Did you secure a new contract? This information isn’t just valuable when you’re looking for a new opportunity, but even at your current organization when it comes time for a review, a promotion, or if you’re looking for a salary increase.”

2. Construct an attention-grabbing cover letter and resume.

Armed with information about your past success, show employers why you are the [best person for the position](#). Get specific—concrete examples are more memorable than blanket statements—and choose achievements pertinent to the job at hand.

“Match your past accomplishments with the job duties and skill sets the potential employer is looking for,” Garfinkle suggests. “Is the new position one where you’ll be managing people? Talk about how you not only managed a team of 26 people, but how you decreased turnover in your department by 45 percent.”

3. Dazzle in the interview.

Finally, get ready to seal the deal by continuing to promote your successes in the interview. For maximum effectiveness, pay attention to your presentation.

“When people interview you, rattling off a list of your awards, certifications and past successes can feel like bragging. It’s uncomfortable for you and the interviewer,” says author and career counselor [Aricia E. Shaffer, MSE](#). She suggests framing achievements as engaging short stories of one to two minutes each. This method keeps the interviewer’s attention, lets your personality shine through, and highlights how your strengths fit with the company’s needs.

And while combing your success binder for appropriate examples, take a moment to appreciate all that you’ve accomplished. You’ll get an energy boost that’s sure to carry over into the interview!

Ready to leverage your past successes in a new job search? [Browse telecommuting, part-time, and flexible jobs in over 50 categories!](#)