

Challenge 3-C: My Accomplishments



NAME:

DATE:

For this challenge task, reflect on your accomplishments, skills, training, and any certifications that you have obtained. Create a list with details that you can refer to when applying for jobs, filling out scholarship or college applications, or making career and job decisions.

Add this summary list to your personal financial planning portfolio. As you gain new experiences, update the summary so you can quickly retrieve details when needed.

Directions

- 1. For this challenge, preview the criteria listed in the Scoring Guide to plan your work. Decide how you will organize and store your personal accomplishment data so you can easily access and update the list as you achieve new skills and accomplishments.

Be sure to include relevant details such as dates, places, and titles. Your instructor may have additional instructions and criteria to organize the data into a personal resume or electronic portfolio.

- 2. Self-assess your work using the Scoring Guide. Optional: Ask a classmate who knows you well or a family member to peer assess your work using the Scoring Guide.

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Required Criteria		Status	
Content			
1.	You list at least one accomplishment you have achieved since age 12 that will most likely be valued by employers, scholarship selection committees, and college or military representatives. (Examples: Eagle Scout Award, Honor Roll, perfect attendance)	acceptable	not acceptable
2.	You provide evidence to verify the accomplishment(s).	acceptable	not acceptable
3.	You state at least two resume-worthy skills or talents that you have acquired. (Examples: fluent in two languages, American Sign Language, cash register)	acceptable	not acceptable
4.	You provide evidence to verify your level of skill competence or experience.	acceptable	not acceptable
5.	(if applicable) You list details of specialized training completed or in progress, including type or title, date of completion, and training organization. (Examples: peer mediation, Army JROTC, student healthcare volunteer)	acceptable	not acceptable
6.	(if applicable) You list details about certification(s) you have received, including title, date(s), and certifying organization. (Examples: American Red Cross First Aid and CPR, Certified Nurse Assistant)	acceptable	not acceptable
7.	You provide evidence to confirm any specialized training and certification.	acceptable	not acceptable
8.	You state at least one way you can invest in yourself to develop a new skill, obtain specialized training or certification, or work to achieve an accomplishment that will impress potential employers.	acceptable	not acceptable
General			
9.	Content is clearly documented with distinct detail.	acceptable	not acceptable
10.	Documentation is neat and easy to read.	acceptable	not acceptable
11.	Content is presented in a logical manner according to your instructor's standards.	acceptable	not acceptable
12.	Content is stored in a manner so specific data can be conveniently modified or shared on demand.	acceptable	not acceptable

Feedback:

Score: _____ / _____