

Accomplishment Stories and Grids Worksheet

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Story 1:

When I was in college, I worked as a Research Assistant in a psychology lab. My primary role was to recruit participants (main kids) and run our study experiments with them (from informed consent to data collection).

STAR breakdown of Story:

S	I joined the lab as a research assistant in my junior year and worked 3 months there.
T	My main responsibility is to find participants who want to complete our study experiments, gain informed consent, run the experiments, and collect data.
A	From one to three times a week, do outreach events at a nearby aquarium (main study target is children).
R	Collected study data for research projects at the lab. The supervisor was satisfied with my work.

Accomplishment Grid:

Strong Action Verbs	Actions	Tools	Results
Conducted	Conducted research experiments from informed consent to data collection	N/A	Collected study data for research projects at the lab. The supervisor was satisfied with my work.

Story 2:

When I worked as Program Assistant at a non-profit origination, one of my duties was to help manage out at one of the organization’s food banks. There I was in charge of outreach with individuals receiving food, including to arrange the schedules and prepare food to give out.

STAR breakdown of Story:

S	I was a program assistant at a non-profit origination
T	One of my main duties was to help manage out at one of the organization’s food banks
A	Maintain contact/coordinate with visitors as well as warehouse workers and food providers.
R	Maintained good working order at the food pantry. Visitor feedback was generally positive.

Accomplishment Grid:

Strong Action Verbs	Actions	Tools	Results
Managed	Managed a food bank that serves more than 80 visitors each weekend.	N/A	Maintained good working order at the food pantry. Visitor feedback was generally positive.

Story 3:

For one of my courses at Northeastern, I worked with two teammates to create a simple mobile (iOS) application as the final project. The app can help users keep track of how long they have quitted smoking. All my teammates were happy with the app and we got a full score.

STAR breakdown of Story:

S	I was doing a group project for a mobile app development course at Northeastern.
T	For the final project, we need to implement a working iOS app that we designed earlier.
A	We divided work. I finished my part well before deadline and helped my teammate,
R	All my teammates were happy with the app and we got a full score.

Accomplishment Grid:

Strong Action Verbs	Actions	Tools	Results
Create	Created an iOS app that helps users keep track of how long they have quitted smoking.	Swift, Xcode, Firebase, Github	All my teammates were happy with the app and we got a full score.

The Parachute Skills Grid
(page 1 of 2)

Story #1	Story #2	Story #3	Skills with People: as my story shows I can ...
N	Y	Y	Initiate, Lead, be a Pioneer
N	Y	Y	Supervise, manage
Y	Y	Y	Follow through, get things done
Y	Y	Y	Motivate
Y	N	Y	Persuade, sell, recruit
Y	Y	Y	Consult
Y	Y	y	Advise
Y	Y	Y	Coordinate
Y	Y	Y	Negotiate, resolve conflicts
Y	Y	N	Help people link or connect
Y	Y	Y	Assess, evaluate, treat
Y	Y	N	Convey warmth and empathy
Y	N	N	Interview, draw out
N	Y	N	Raise people's self-esteem
Y	Y	N	Instruct
Y	Y	N	Teach, tutor, or train (individuals, groups)
Y	Y	Y	Speak
Y	Y	Y	Listen
N	Y	N	Counsel, guide, mentor
Y	Y	Y	Communicate well, in person
Y	Y	Y	Communicate well, in writing
N	Y	N	Interpret, speak, or read a foreign language
Story #1	Story #2	Story #3	Skills with Data, Ideas; as my story shows, I can
Y	Y	Y	Use my intuition
N	Y	Y	Create, innovate, invent
N	Y	Y	Design, use artistic abilities, be original
Y	Y	Y	Visualize, including the three dimensions
N	Y	Y	Imagine
Y	Y	Y	Use my brain
Y	Y	Y	Synthesize, combine parts into a whole
Y	Y	Y	Systematize, prioritize
Y	Y	Y	Organize, classify
N	Y	N	Perceive patterns
Y	Y	Y	Analyze, break down into its parts
N	Y	Y	Work with numbers, compute
N	Y	N	Remember people, or data, to an unusual degree
Y	Y	Y	Develop, improve
Y	Y	Y	Solve problems
Y	Y	Y	Plan

Y	Y	Y	Program
Y	Y	Y	Research
Y	Y	Y	Examine, inspect, compare, see similarities and differences
The Parachute Skills Grid (page 2 of 2)			
Story #1	Story #2	Story #3	Skills with Data, Ideas; as my story shows, I can (continued)
Y	Y	Y	Pay attention to details
Y	Y	Y	Study, observe
Y	Y	Y	Compile, keep records, file, retrieve
Story #1	Story #2	Story #3	Skills with Things, or My Favorite Medium; as my story shows I can ...
N	N	Y	Control, expedite things
N	N	Y	Make, produce, manufacture
N	Y	Y	Repair
N	Y	Y	Construct
Y	Y	Y	Set up, assemble
Y	Y	Y	Manipulate
Y	Y	Y	Finish, restore, preserve

Taken from: "What Color is Your Parachute" by Richard N. Bolles; Chapter 8 – Self-Inventory, Part 2 (if interested in additional self-exploration the above referenced book is highly recommended)