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**What makes you special?**

Whether you’re sitting down with your manager for a performance review, or trying to sell yourself and your skills into a new job opportunity, using this template will help you clarify your accomplishments in terms that prospective interviewers, clients and managers care about. That is, what’s in it for them?

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| What have you accomplished and how does that benefit the person you’re trying to convince? |
| **Name:** |  |
| CATEGORY | ACCOMPLISHMENTS*(What have you done?)* | **BENEFIT*****(What have been the benefits to your team, your division or your company?)*** |
| **GENERAL “STELLAR” PERFORMANCE***Brag about yourself: What have you done to stand out among your peers in the past year?* |  |  |
| **EDUCATION*****What courses, books or programs have you taken recently? Wwhat have you learned and what’s been its impact?*** |  |  |
| **COST SAVINGS*****What have you done that has resulted in cost savings for your company? What were the circumstances? How were your results compared to others?*** |  |  |
| **REVENUE GENERATION*****What have you done that has resulted in revenue generation for your company? What was the percentage or dollar contribution? Did you have a unique approach or different results from others?*** |  |  |
| **PRODUCTIVITY IMPROVEMENT*****How have you contributed to improving workplace efficiency? Can you support this with figures?*** |  |  |
| **IDENTIFYING PROBLEMS*****What problems have you identified that may have been previously overlooked? What was the problem? What was the solution? Why was it overlooked?*** |  |  |
| **ESTABLISHING OBJECTIVES*****Did you help establish any new goals for your department/company? Did you convince management that they should adopt these goals and objectives? Why were they adopted?*** |  |  |
| **CREATIVITY*****What examples do you have of using creative solutions to challenging problems?*** |  |  |
| **JOB REDEFINITION*****Did you change the nature or scope of your job? Why or how did you redefine your position? Have others with similar positions had their positions redefined because of you? Were there responsibility changes because of this? What were they?*** |  |  |
| **MISCELLANEOUS FEATURES*****What other unique capabilities do you believe you’ve brought to the business?*** |  |  |