

EMILY WORDEN
Career Coach • Make it Happen

**You spend 1/3 of your life working.
You might as well enjoy it.**

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BRAG BOOK

Write down every job you've ever had, paid or unpaid. *Yes, volunteer positions definitely count here.* Think of anything you've done that required work, regardless of compensation (and if you're a student or recent graduate, you can include projects you've done at school too).

Use these notes in your resume, cover letters, LinkedIn, and personal brand.

For each job listing, answer the following questions:

- 1) Describe the job: List your tasks, duties, and responsibilities
 - a) What skills did you use? Think hard/soft skills
 - i) Hard (technical) skills: Using the computer, writing a spreadsheet
 - ii) Soft (communication) skills: Team player, leadership, problem solving
- 2) Describe any problems you had, challenges you overcame, and successes you enjoyed
 - a) Think of stories that would interest future employers
- 3) Describe the *impact* you had on the company - how did you make a difference? Who did you help? Did you make the company a better place by working there?
 - a) Think of *quantifiable measures* - how can you measure your impact? (How much money or time did you save?)

Update and revise your Brag Book in real time

- 1) Get testimonials and recommendations, especially after finishing a big project
- 2) If anyone gives you a compliment, record it here
- 3) If you accomplish something big at work, write it down here before you forget