We recommend keeping a log ‘as you go’ of any projects that you complete so that when it is time to move on, you are well prepared, even if you are not currently looking for a new role.

The first step is to bring the document ‘up to speed’. Spend some time reviewing your previous positions so that when it is time to update your resume or prepare for an interview, you will already have your examples to hand.

Think about the **competencies** involved in your role. Look at job descriptions for similar roles (that you may want to apply for) and pick out what the employer is looking for. List them here (I have included a few examples).

Next, think about your current or most recent job and provide an example of where you demonstrated that competency. Most importantly, include the output or deliverable. Add $ or % figures to demonstrate quantifiable impact. These will add weight to your examples, both in your resume and in your interview.

Complete this exercise for any previous roles for the last 10 years.

This method also works particularly well when preparing to transition to a new industry or job type, and I have used this method myself successfully when transitioning from the Professional Services sector to the Education sector. As you will see from the example competencies below, many of these are equally applicable across a variety of industries.

|  |  |  |
| --- | --- | --- |
| **Please complete this for each position you have held within the last 7-10 years** | | |
| Role / Position |  | |
| Company |  | |
| Dates |  | |
| Purpose of Role |  | |
| **Tailor this section to the specific competencies required of you in your role and / or industry. I have included some generic examples here to get you started. Provide a brief example of a situation where you have demonstrated this competency with details of the outcome.** | | |
| **Competency**  *.* | **Example** | **Deliverable** |
| Strategy |  |  |
| Leadership & Management |  |  |
| Finance |  |  |
| Planning & Organisation |  |  |
| Communication |  |  |
| Stakeholder Management |  |  |
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