



Communicating Accomplishments Toolkit



THE UNIVERSITY OF BRITISH COLUMBIA

Experiential Learning Hub
Faculty of Applied Science

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Identifying Accomplishments

Before moving forward, it is crucial you identify your accomplishments. Reflect on your academic journey, project involvements, and extracurricular activities. For example, think about how you excelled in a challenging hackathon or spearheaded a robotics competition or even hosting a large networking panel. Highlight moments where your problem-solving and teamwork skills shone. Try to recall specific quantified details if possible - those that pertain to what you achieved personally instead of what your team/group won.

Here are some things to keep in mind when you identify your accomplishments:

- Begin with writing down every task you've done for a role, big and small. Laying down all the tasks will help you pick out the key contributions. If needed, look at meeting minutes for your team and even chat conversations to recall what you've worked on!
- If you truly want to plan ahead, make a summary of your key accomplishments every month or so - then you won't have to rush last minute and reduce the risk of forgetting something critical.
- Group your tasks into expected responsibilities and extraordinary accomplishments. Think about how your work benefitted your team. Any quantifiable amounts to show this?
- Compare the grouped tasks with the job description. Find the ones which overlap - these are the accomplishments you should be highlighting the most!
- Use SMART goals. Be specific about what you did and your accomplishments. Show specific examples if possible - be realistic and accurate in what you discuss. Add a time component if possible to paint the full picture.
- Reflections: Identify your areas of growth for next year. If you felt as if you were lacking in a specific responsibility or skill, note that down. Enhance those skills from next time onwards. This can be anything, from learning a new machine skill or even polishing up your leadership traits.

In-Depth Discussion – Finding your accomplishments

If you're a regular member of a student group, it is safe to say you've contributed a lot of things! If you haven't documented your work as previously discussed in this document, here are some prompts to get you going:

TEAM CAPTAIN/EXECUTIVE:

- How many people are you leading in your team?
- Did you initiate any new process? What was the outcome?
- Did you lead your team in any major event?
- Have you successfully met your goals for the year?

SAFETY OFFICER/PSYCHOLOGICAL SAFETY

- What documentations have you created?
- Any incident in particular where you stood out the most?
- How are your performance indicators looking? Is your team known for practicing safe work?
- Did you bring something new to the group? Did you introduce any new agreements/practices/PPE?

FINANCE OFFICER:

- How were the finances in your team before you stepped in? What did you contribute?
- How often do you use different documentation software? What do you use?
- Did you bring in any new funding for the team?

FACILITIES MANAGER:

- If your team has a dedicated space, how did you take care of it?
- Is your team known to be organized and clean?
- Did you do any inventory assessments?
- Did you add in anything that greatly increased student productivity and wellbeing?

EVENTS ORGANISER:

- Did you plan any major event for the student group?

- How was the turnout? Try to be as quantitative as possible? How many guests, how much funding you secured, anyone you invited as a speaker etc.
- What was your strength in the process? What did you take away from the event?

GENERAL MEMBER:

- Have you resolved any critical issues? Was your solution extraordinary?
- How did you get there? Did you do a lot of prototyping or research?
- What was the outcome of your responsibilities?
- Did you manage to follow a set of instructions and successfully meet the goal?
- Did you step in and initiate any new changes?
- Do you have numbers to accompany your work? They can be technical things such as an increased RPM, smaller PCB, lesser lines of code, efficiency % etc. or even non-technical such as increased engagement, spearheaded a team of people, hosted X events.

Using the START Technique always comes in handy!

Situation	Task	Action	Result	Takeaway (Technical/Soft Skills)
Situation 1				
Situation 2				
Situation 3				
Situation 4				

Displaying Accomplishments

RESUME BUILDING

Your resume is your professional snapshot. Select relevant accomplishments from your list and format as needed. Quantify items if possible. The more concise the better.

- Set up a meeting with an [Engineering Career Peer Coach \(ECPC\)](#) if you require career assistance or a resume check. They are also able to discuss other topics such as job search navigation, interview preparation and more!
- UBC Career Centre has a wide variety of guides, appointments and templates available. If you're not enrolled in APSC Co-op, or just want additional resources, you're welcome to check out [their website!](#)
- Go through the [UBC Engineering Resume Toolkit](#) and check whether you've done everything.

COVER LETTER WRITING

Tailor your cover letter by narrating a specific accomplishment. Describe how you tackled a complex coding challenge, showcasing your analytical skills. Share how this experience has fueled your passion for contributing to cutting-edge projects in the industry.

- Similar to resumes, [UBC Career Centre](#) contains a lot of information on cover letters, including templates and samples.
- For a more engineering-specific cover letter, do utilise the [UBC Engineering Cover Letter Toolkit](#).

LINKEDIN PROFILE OPTIMIZATION

Optimize your LinkedIn profile with a professional photo and a compelling headline. Make sure the positions highlighted on your profile go hand in hand with your resume - tagging the related company/organisation assures reliability. Grow your connections and ready an elevator pitch of your profile if needed.

- UBC students have free access to LinkedIn Learning, which is a hub of short courses to improve your employable skills. To learn more as well as stay up-to-date with career events and workshops, check out [UBC Career Centre](#).
- [UBC Engineering-specific](#) LinkedIn tips and sessions are always useful!

ONLINE PRESENCE AND BRANDING

Shape your online presence by sharing articles on the latest engineering trends. Demonstrate your commitment to staying informed and contributing to industry conversations.

- [UBC Digital Tattoo](#) contains a vast amount of information on how to securely maintain your online profile and well as other resources.

PORTFOLIO/WEBSITE HOSTING

Create an online portfolio showcasing tangible examples of your work. Include detailed project descriptions, like how you engineered a bridge model that surpassed load-bearing expectations, demonstrating your structural engineering prowess. If pictures/demos of your work can be displayed, that's even better! Use GitHub to showcase your coding projects and contributions to open-source initiatives.

- Did you know UBC allows you to host your own WordPress site for free? [Learn more](#) about your e-Portfolio.
- Many technical positions and experiences can be better portrayed through coding your own website. Get started on [GitHub pages](#).

Incorporating Accomplishments

NETWORK AND COMMUNICATE

Engage in strategic networking by attending events and reaching out to your social circles. Have a relevant pitch ready - business cards make you stand out even more! Be prepared to answer questions about your accomplishments if needed.

- Curious about personal learning networks? They might be an unique method to display what you know! Learn more about [networks for learning](#).
- UBC Engineering has a [list of sample topics and questions](#) to bring up your interests and accomplishments.
- If you want to refine your positioning statement even more, check out [this amazing article](#) by HEC.

INTERVIEW PREPARATION

Prepare for interviews by sharing success stories. Recall a project where your innovative approach led to significant cost savings. Provide specifics on how your problem-solving skills were instrumental in overcoming technical challenges. Use the START method here as well.

- To learn more about different types of interviews, check out both [UBC Experiential Learning Hub](#) (Engineering-specific) and [UBC Career Centre](#) (general)

FEEDBACK AND REVISION

Actively seek feedback on your materials. Discuss a project with a mentor, showcasing not only the technical aspects but also seeking advice on how to articulate its complexities effectively.

- Maintain regular contact with ECPCs (Engineering Career Peer Coaches) - you can learn more about them on the [Experiential Learning Hub!](#)
- If you're looking for general advice, the [UBC Career Centre](#) is always welcome.

Remember that your journey is unique, and this toolkit is your companion to continually refine and amplify your accomplishments. It's not just about what you've done but how you communicate those achievements that make a lasting impression.

Resources

Still have questions?

You can book an advising appointment with Minoli Navaratnam (minoli.navaratnam@ubc.ca) in APSC Professional Development. We can:

- Review your notes or the content of this module.
- Practice the conversation!



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