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SUMMER CAREER ADVENTURE

Translating Your Successes to Skills

YOUR MISSION:

Discover and document your unique achievements, skills, and experiences to showcase your talents professionally.

STEP 1:

SUCCESS INVENTORY

Think beyond grades and awards - consider all areas of your life.

ACADEMIC ACHIEVEMENTS:
List courses, projects, or academic experiences you're proud of:
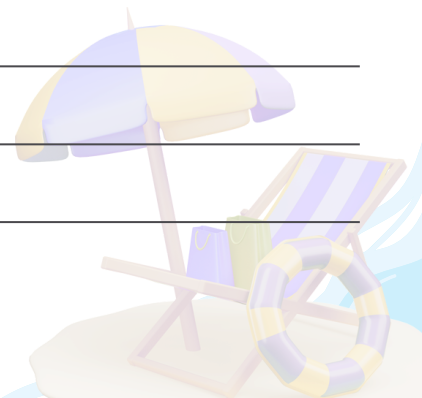
- _____
- _____
- _____
- _____
- _____

WORK & LEADERSHIP EXPERIENCE:
Include jobs, internships, leadership roles, or responsibilities:

- _____
- _____
- _____
- _____
- _____

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STEP 2:

THE "SO WHAT?" TEST

For each success above, ask yourself: "So what? Why does this matter?"

CHOOSE YOUR TOP 3 SUCCESSES AND COMPLETE:

Success #1: _____

Why it matters: _____

Skills it demonstrates: _____

Impact it had: _____

- -

Success #2: _____

Why it matters: _____

Skills it demonstrates: _____

Impact it had: _____

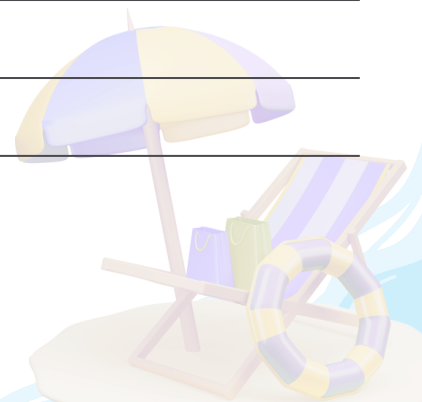- -

Success #3: _____

Why it matters: _____

Skills it demonstrates: _____

Impact it had: _____

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STEP 3:

STORY BUILDING

Turn your successes into compelling mini-stories using the STAR method.

FOR ONE OF YOUR TOP SUCCESSES, COMPLETE THIS FRAMEWORK:

Situation: What was the context or challenge?

_____

_____

Task: What did you need to accomplish?

_____

_____

Action: What specific steps did you take?

_____

_____

Result: What was the outcome or impact?

_____

_____

_____

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STEP 4:

TRANSFERABLE SKILLS DISCOVERY

Identify the skills that travel with you to any situation

FROM YOUR SUCCESSES, CHECK ALL SKILLS YOU'VE DEMONSTRATED:

- ☐ **Communication** - Speaking, writing, presenting, listening
- ☐ **Leadership** - Motivating others, taking initiative, making decisions
- ☐ **Problem-Solving** - Analyzing situations, finding creative solutions
- ☐ **Teamwork** - Collaborating, supporting others, building relationships
- ☐ **Organization** - Planning, managing time, coordinating details
- ☐ **Adaptability** - Handling change, learning quickly, staying flexible
- ☐ **Technical Skills** - Using software, tools, or specialized knowledge
- ☐ **Customer Service** - Helping others, resolving conflicts, being patient
- ☐ Responsibility - Following through, meeting deadlines, being dependable
- ☐ **Innovation** - Thinking creatively, trying new approaches, improving processes

Other: _____

YOUR TOP 3 TRANSFERABLE SKILLS:

- _____
- _____
- _____

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PROFESSIONAL TRANSLATION

Turn your experiences into professional language

PRACTICE WRITING PROFESSIONAL DESCRIPTIONS:

Experience: _____

Basic Description: _____

Professional Version (Use action verbs, specific numbers, and highlight outcomes):

_____

- -

Experience: _____

Basic Description: _____

Professional Version (Use action verbs, specific numbers, and highlight outcomes):

_____

- -

Experience: _____

Basic Description: _____

Professional Version (Use action verbs, specific numbers, and highlight outcomes):

_____

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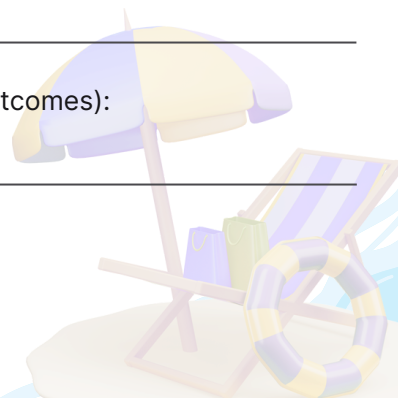Community Group to post
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STEP 6: SUCCESS SHOWCASE PLAN

How will you share your successes?

FOR YOUR TALLO PROFILE:

Top accomplishment to add: _____

Section it belongs in: ☐ Work Experience ☐ Accomplishments ☐ Bio ☐ Other

How you'll describe it:

_____

FOR CONVERSATIONS:
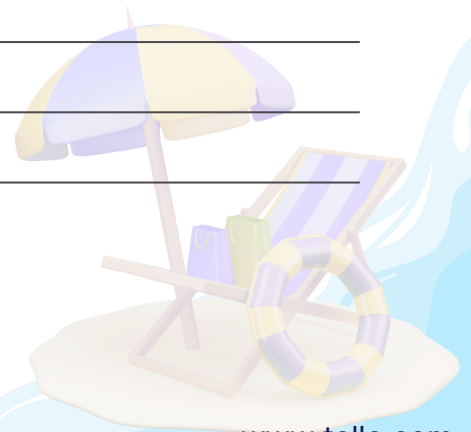
Your "proud moment" story in 2 sentences:

_____

_____

FOR FUTURE APPLICATIONS

The success that best shows your character: _____

_____

Why this example matters: _____

_____

_____

_____

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REFLECTION QUESTIONS

What surprised you most about your successes?

_____

_____

Which success would you be most excited to talk about in an interview?

_____

_____

What success are you most proud of that others might not know about?

_____

_____

What pattern do you notice in your successes? (What themes or skills keep appearing?)

_____

_____

NEXT STEPS

- ☐ **Add your top successes to your Tallo profile**
- ☐ **Practice telling your STAR story out loud**
- ☐ **Share one success with a friend or family member**
- ☐ **Update your resume with professional descriptions**
- ☐ **Set a goal for a new success you want to achieve this summer**

REMEMBER:
Your successes don't have to be huge to be meaningful. Sometimes the most powerful stories come from everyday moments where you showed character, solved a problem, or helped someone else. The key is recognizing and articulating the value you bring!

PRO TIP:
Keep adding to this list throughout the summer. Success is a habit, and recognizing your wins helps you build confidence for your next steps!

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