

Your Success Stories Template



The purpose of this template is to capture your three greatest successes or achievements in your last three roles. This will mean that you have great stories at your fingertips as you prepare for your interview. This template also encourages you to identify your main responsibilities in your role(s) which will allow to structure and order your thinking as you prepare for an interview.

Start / End Date	Your Role or job Title	Your Main Responsibilities	Your 3 Greatest Success
Example: Sept 2015 to Sept 2021	Example: Accounts manager	Example: Lead a team of 10 people Manage relationships with suppliers Manage invoicing system Follow up bad debtors Improve efficiencies within the accounts department	Example: Lead a project to implement a digitalised invoicing system that saved the business \$20m p/a. Reduced bad debtors by 29% over 2-year period. Implemented a new transfer system with suppliers that reduced times by 12%.