Work Skills and Achievements Statement

Name: _____

Position: _____

Department: _____

Date: _____

1. Key Work Skills

Describe your core skills relevant to your role (e.g. communication, teamwork, problem-solving, technical skills, leadership, etc.):

_____

_____

_____

2. Achievements

List up to 3 main achievements in your role (quantify results where possible):

- _____
- _____
- _____

3. Additional Comments

Include any further information on strengths, training completed, or areas of growth:

_____

_____

Signature: _____

Date: _____