

# **WRITING ACHIEVEMENT STATEMENTS**

**CAR MODEL : Challenge + Action + Results= Achievement**



## STEP 1:

### WHAT ARE THE CHALLENGES YOU FACED?

<p><b>Describe the situation:</b></p> <ol style="list-style-type: none"> <li>1. What was the problem?</li> <li>2. Why is this your challenge?</li> <li>3. Your involvement</li> <li>4. Who else was involved?</li> <li>5. Any consequences to consider?</li> </ol>	<p><i>The problem or opportunity was....</i></p>
<p><b>Consider the constraints:</b></p> <ol style="list-style-type: none"> <li>1. Who needed to be influenced?</li> <li>2. Money or manpower or time limitations</li> <li>3. Capacity constraints</li> </ol>	<p><i>The challenges you had to overcome were....</i></p>

## STEP 2:

### WHAT ARE THE ACTION or SKILLS YOU USED?

<p><b>What did you do? Which skills you use? Some examples of skills:</b></p> <ol style="list-style-type: none"> <li>1. Created</li> <li>2. Presented</li> <li>3. Organized</li> <li>4. Led</li> <li>5. Researched</li> <li>6. Analysed</li> </ol>	<p><i>The steps I took to solve the problem were....</i>  <i>The steps I took to create x were....</i></p>
--	--

## STEP 3:

### WHAT WAS THE OUTCOME OR RESULTS FROM YOUR ACTIONS?

---

**What were the outcomes of your actions?**

**Use qualitative and quantitative measures.**

**Consider:**

1. Immediate benefit/s
2. Long-term change/s
3. Bottom line effects
4. Who benefitted from this change?

*The results were....*

## STEP 4:

### USING YOUR IDEAS ABOVE, WRITE YOUR ACHIEVEMENT STATEMENT BELOW:

---

***Combine the three elements of your story into one paragraph, three to four lines in length. Do not use first person and use the minimum number of words.***