Accomplishment Record: Example

Analytical Reasoning is critical for the Program Analyst position. Analytical Reasoning is defined as…

Using the text box below, please describe **one specific instance** from your training and/or experience in which you demonstrated experience in Analytical Reasoning. In your response, please follow these important guidelines as you write your accomplishment:

- Describe the **situation** -- i.e., the challenge faced, the problem to be solved...

- Describe the specific **actions** you took…

- State the **outcome**, results, or long-term impact of your accomplishment…

Provide the name and a telephone number or email address or other method of contacting someone who can verify this information...