

# Cheat Sheet: How to Write an Effective Self-Assessment

## Why Self-Assessments Matter

- Reflect on **achievements** and **growth opportunities**
- Show your **value** to the organization
- Align personal growth with **team and company goals**

## Key Sections to Include

### 1. Accomplishments 🏆

- Highlight major achievements
- Use measurable results (% **increases, savings, improvements**)

### 2. Strengths 💪

- Showcase unique skills and contributions
- Connect to organizational success

### 3. Areas for Growth 🌱

- Be honest about challenges
- Show willingness to learn and adapt

### 4. Future Goals 🚀

- Outline career aspirations
- Link goals to company objectives

## Writing Tips

- Use **specific examples** instead of vague statements
- Keep tone **professional yet confident**
- Balance **strengths and improvements**
- Show how you've added **measurable impact**

## Final Takeaways

- Be **honest but strategic**
- Highlight how you **contribute value**
- Show that you're committed to **growth & development**

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🌟 Use this framework to write a self-assessment that not only reflects your progress but also sets you up for your next career opportunity.