



EXECUTIVE ASSISTANT SEARCH & CONSULTING

Career Autobiography

Describe the jobs you have held in your professional career for the past 15 years. In your description, please include the following:

- The priorities which led you to take each job and why you stayed
- Your primary responsibilities
- The biggest challenge you faced
- Your biggest contribution and each position's biggest contribution to you
- Aspect(s) of each position you enjoyed experiencing the most
- Aspect(s) of each position you would avoid going forward
- Reasons for leaving previous positions

Please provide for us a personal statement where you offer for us your own reference letter or testimonial. Please feel free to elaborate and embellish as you wish and include:

- What do you believe your strongest talents, skills, and abilities to be as a professional?
- What are the three values that drive your life as a person?
- What you believe to be *your* unique gift is to your profession?
- Give an example of how your proactive or anticipatory focus "saved the day" for someone.

Is there anything about you which would be interesting for us to know that we don't already know?