Brag File Starter Kit

A private evidence kit for resumes, interviews, reviews, and career pivots.

Resource ID: W1-RES-002 | Keyword: BRAG FILE

Purpose

A brag file is a private evidence file for your work. It helps you stop starting from scratch when it is time to write a resume, prepare for an interview, ask for a raise, explain your value, or make a career pivot.

Copy this entry format into a note, doc, spreadsheet, or journal.

Date	
Job / role / context	
Task or situation	
What was happening around it?	
Action I took	
Result or change	
Skill used	
Tool / system used	
Proof I can save	
Resume bullet or interview story angle	

Weekly version

What did I learn this week?	
What did I handle?	
What improved because of my work?	
What proof do I have?	

Where can this be used later?	

Examples of proof

[ ]	Completed project notes, checklists, or task lists
[ ]	Positive feedback, reviews, compliments, or recognition
[ ]	Metrics, counts, time saved, money saved, errors reduced, or customer volume handled
[ ]	Training records, certificates, onboarding completion, or new systems learned
[ ]	Before-and-after examples of process improvements or work products you can share appropriately

Sources to read next

Use these sources for additional context. They are not a substitute for legal, financial, or individualized career advice.

CareerOneStop - Your Master Resume: https://cloudfront.careeronestop.org/Veterans/JobSearch/ResumesAndApplications/your-master-resume.aspx

CareerOneStop Resume Guide - Work Experience: https://cloudfront.careeronestop.org/JobSearch/Resumes/ResumeGuide/work-experience.aspx

CareerOneStop - Career Portfolios: https://cloudfront.careeronestop.org/JobSearch/Resumes/portfolios.aspx

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