Career Receipts Weekly Tracker

A weekly worksheet for collecting proof while the details are fresh.

Resource ID: W1-RES-005 | Keyword: RECEIPTS

Purpose

Career receipts are proof of what you learned, handled, solved, improved, or contributed. Track them weekly so your resume, interviews, reviews, and career decisions are easier later.

Weekly tracker

Week of	
Job / role	
One task I handled	
One problem I solved	
One tool or system I used	
One compliment or feedback note	
One number or result	
One skill I practiced	
Proof saved	
Future use	

Future use options

- [ ] Resume bullet
- [ ] Interview story
- [ ] Performance review
- [ ] Raise or promotion conversation
- [ ] Portfolio item
- [ ] Career pivot example
- [ ] LinkedIn profile update

Weekly reflection

What pattern am I noticing?	
What skill is getting stronger?	
What do I want to learn next?	

Sources to read next

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

CareerOneStop Resume Guide - Work Experience: https://cloudfront.careeronestop.org/JobSearch/Resumes/ResumeGuide/work-experience.aspx
CareerOneStop - Your Master Resume: https://cloudfront.careeronestop.org/Veterans/JobSearch/ResumesAndApplications/your-master-resume.aspx
CareerOneStop - Career Portfolios: https://cloudfront.careeronestop.org/JobSearch/Resumes/portfolios.aspx

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