



The Evidence Starter Kit

Six worksheets for building a career record you can defend

STANDING PROOF · [STANDINGPROOF.COM](https://standingproof.com) · FREE TO PRINT AND SHARE

Most people rewrite their résumé from memory, under a deadline, years after the details were fresh. This is the alternative: a small, repeatable habit of writing things down while they are still true.

Nothing here needs software. Print it, work through it by hand, and you will have something most job seekers never build: a record of what you actually did, in enough detail that a stranger could evaluate it.

START HERE

You do not need a job search to use this. It works best when you are not in one, because the details are still recoverable.

What this covers: capturing evidence, judging how strong it is, and telling the difference between a gap in your experience and a gap in your writing.

What it does not cover: the full method for taking one job posting apart and building a targeted résumé against it. That is a longer piece of work, and it is free to read at standingproof.com/whitepaper.

Worksheet 1: Evidence inventory

Before judging anything, list it. Ten minutes, no editing, no deciding what is impressive.

Write down every project, problem solved, system implemented, team led, process fixed, crisis handled, or improvement made that you can remember from the last few years. One line each. Include the ones that feel too small.

People routinely list twenty things here and find that four of them never made it onto any résumé. Those four are usually the most useful, because nobody else has them either.

Worksheet 2: The Proof Record

Take one item from your inventory, ideally something you are proud of but have never written down properly, and answer these. Approximate answers are fine. Blank answers are information too: they show you what has already faded.

What would you call it?

Where, and what was your role at the time?

What was the situation, and what needed to change?

What did you personally do? Not the team. You.

How did you do it? Methods, tools, the approach you chose.

How large was it? People, sites, budget, users, records, duration.

What changed because of the work?

How do you know? The measurement, even if approximate. Say so if it is an estimate.

What could substantiate this? A report, a dashboard, a deck, an email, a person who would confirm it.

The Proof Record, again

The second one is faster than the first, and the third is faster again. Use this for another item from your inventory.

What would you call it?

Where, and what was your role at the time?

What was the situation, and what needed to change?

What did you personally do?

How did you do it?

How large was it?

What changed because of the work?

How do you know?

What could substantiate this?

Worksheet 3: The three questions

These are the questions an interviewer asks after you finish your answer, and the ones most people cannot answer about their own work. Run them against each record you wrote.

Where, and at what scale?

Scale is the first detail memory throws away, and the one that separates "managed implementation" from "managed implementation across 19 locations supporting 84 users." Both are true. Only one tells a stranger anything.

What was actually on the line?

What would have happened if this had gone wrong? What budget, deadline, customer commitment, or risk was riding on it? Work with real consequences, stated plainly, needs no adjectives.

What changed, and how do you know? Not how it felt.

This is the one almost everyone stops short of. Things "went well." Measured by what? Even "we never measured it formally, but complaint volume visibly dropped" is worth writing, because it is true and it tells you where the measurement gap is.

NEVER INVENT A NUMBER

If the exact figure is gone, record it as confirmed, estimated, or unknown. An honest estimate, labelled as an estimate, survives a follow-up question. A confident number with nothing underneath it does not.

Worksheet 4: How strong is this evidence?

Two different things get confused here, so judge them separately.

How deeply were you involved?

Circle one, per record. This is about your role, not your writing.

☐ 0 No evidence	I cannot credibly claim this
☐ 1 Exposure	I observed or participated
☐ 2 Contributor	I performed part of the work
☐ 3 Practitioner	I did this independently
☐ 4 Leader	I led others doing it
☐ 5 Enterprise	I led it at scale, with measurable impact

How much of it is written down?

Tick what your record actually contains. This is about the writing, not the work.

- ☐ It names something specific, not a category like "the project"
- ☐ It says what YOU did, in the first person, with no "we" and no "responsible for"
- ☐ It has a number for how big it was
- ☐ It breaks the work into its actual parts
- ☐ It has an outcome AND a way to check the outcome
- ☐ Something outside your memory could substantiate it

A record can be entirely filled in and still say nothing. "Managed a project. It went well." is complete and useless. The ticks above are what make it defensible.

Worksheet 5: Reading one job posting

Take a posting you find interesting, whether or not you intend to apply. This is market research either way.

First, the gates

Some lines eliminate you outright and no evidence can argue with them: licence, clearance, degree, location, work authorization. Find them first, before spending an hour tailoring.

Do I pass every one of these? Yes / No / Need to ask

Then, what it actually asks for

List the requirements you can find, in the employer's own words. Aim for the responsibilities and capabilities, not the adjectives.

R1

R2

R3

R4

R5

R6

R7

R8

Worksheet 6: Which kind of gap is this?

For each requirement from the previous worksheet that you cannot immediately prove, decide which of these it is. They look identical on a résumé and they need completely different responses.

Strong evidence

I can point at something specific and defend it.

Representation gap

I have done this. I have simply never written it down. Fixable this afternoon.

Evidence gap

I did it, but I cannot yet prove it. Recover the scale, metric, outcome, or artifact.

Capability gap

I genuinely have not done this. A development goal, never something to fabricate.

Now sort your uncovered requirements:

REQUIREMENT	WHICH KIND OF GAP, AND WHAT I WILL DO

Most people carry far more representation gaps than capability gaps. That is good news: it means the work is recovering and writing down evidence you already earned, not acquiring new experience.

The habit this is really about

You have now done, by hand, what this method does continuously: captured evidence, judged its strength honestly, and separated a writing problem from an experience problem.

The hard part is not the worksheets. It is doing this **while the details still exist**. Five minutes at the close of a project costs almost nothing. Reconstructing the same details three years later costs days, and often the details are simply gone.

The whole habit, in one sentence: when a piece of work ends, write down what changed, how much, at what scale, and how you know.

If you want to keep going

The full method is published free, with no signup, at standingproof.com/whitepaper. It covers taking a posting apart properly, tracing every requirement to evidence, and compiling a résumé where every line can be defended.

The workbook is the complete printed course: worksheets for every stage, a full worked example, and a real target role of your own to work against.

The software is for the part that gets tedious by hand: holding hundreds of records, keeping the traceability current, and compiling a different document for each opportunity from the same evidence. There is a permanent free plan at standingproof.com.

THE ONE RULE

Every claim traces to something real. Nothing in this method, and nothing in the software, will invent an accomplishment for you. That is the point.