



ACCOMPLISHMENT STATEMENTS

Employers want to know not so much what you have done but how well you have done it. These are called accomplishment statements and can make the difference in securing a job with a potential employer.

****Keeping a running list of your academic, personal and professional accomplishments to use for your resume and future opportunities.****

SHOW 'EM WHAT YOU CAN DO

Adapted from "Don't just sound great; show 'em what you can do" (Andrea Kay in Asbury Park Press, 12/5/2010)

Some examples of achievements and accomplishments:

- Corrected an internal problem
- Expanded or improved something
- Made something look better
- Increased business or membership
- Reduced error rates
- Obtained more information
- Raised profile of companies or events
- Cut down time
- Made someone look good
- Consistently met/exceeded standards
- Devised or streamlined a system/SOP
- Avoided problems
- Increased customer satisfaction
- Raised performance ratings

THE FORMULA

1. Reflect on your experience

- What problems did you help solve?
- How did you build relationships?
- What are you most proud of in this job?

2. Utilize this formula to create the statement

- Action Verb** + *Example/Project* + Result = bullet point

