

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

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

2. Utilize this formula to create the statement

i. Action Verb + Example/Project + <u>Result</u> = bullet point

RESPONSIBILITIES VS. ACCOMPLISHMENTS

When adding accomplishment statements to your resume, it is important to avoid writing responsibility statements. Take a look at the statements below to see the difference between a job duty and a personal accomplishment:

Responsibility	Accomplishment
Responsible for sales in Eastern region	Increased sales profit margin by 87% in Eastern region
As HR manager, was responsible for saving money on corporate benefits	Researched long-term disability insurance and found package that saved company 10% over previous plan

Quantify or Qualify your statements with FACTS if possible (concrete evidence)

Before	After
Completed team project ahead of schedule and under budget	As lead member of project management development team, successfully completed performance appraisal ahead of schedule and \$25,000 under budget.
Assumed manager duties	Supervised a staff of 7 employees and increased morale and productivity with monthly professional development initiatives.
Input customer orders into database	Input 40 customer orders on daily basis , consistently exceeding the average by 60%

NOW WRITE YOUR OWN ACCOMPLISHMENT STATEMENTS FOR YOUR JOB

REMEMBER: Action Verb + Example/Project + Result = bullet point