**Accomplishment Worksheet**

In today's competitive job market, it's important to present more than a job description on your resume, LinkedIn profile, and during interviews. Employers are looking for results-driven professionals who have a track record of excelling in their roles. Define your accomplishments so you can stand out from the pack as a top performer!

**Show Your Scope**

In your job description, be sure to show the scope of your role and the company. This helps employers to visualize the size and responsibility level of your roles. You may want to include:

* Company/dept. revenues and # of employees
* Budget managed
* Staff supervised
* Products created or managed
* Geography / multi-unit / global experience

**EXAMPLES:**

* Managed 12 staff and a budget of $120k annually, creating over $1.2M in annual revenues
* Supported 26 staff in corporate office, including CEO, overseeing over 120 field locations across the globe

**Quantify Your Results**

One of the most important aspects of your accomplishments will be specifically defining key accomplishments that you achieved throughout your career. Be specific and measurable while describing instances when you:

* Decreased costs
* Increased revenues or sales
* Reduced time
* Increased efficiency
* Eliminated waste
* Solved emergency situations
* Identified and solved problems
* Streamlined operations or systems
* Expanded customer base
* Improved reliability
* Turned around failing operations
* Brought in key talent
* Made things more beautiful or functional
* Increased service levels
* Improved working conditions
* Built new key partnerships
* Developed and implemented new solutions

**EXAMPLES:**

* Reduced support ticket turnaround time from 2 weeks to 3 days by developing and launching an automated ticketing and escalation system
* Saved over $500k in the first year by proactively renegotiating all supplier contracts; continued to save an average of $40k annually during the following years due to shortened contract length and renegotiation

**Share Your Accolades**

A great way to demonstrate that you're a valuable asset is to share your accolades. Include:

* Awards or recognitions received
* Promotions or special assignments given
* Employee rankings
* Company / department awards received
* Customer satisfaction ratings / feedback

**EXAMPLES:**

* Awarded "Customer Service Rep of the Year" twice and maintained a 98% customer satisfaction rating
* Created ABC Product, which received the "Product of the Year" Award by XYZ
* Consistently received 5/5 in annual performance reviews and promoted twice during tenure

**Write Out Your Accomplishments**

Now try and write out your accomplishments, making sure that your accomplishments are specific and measurable. Focus in on the challenge you faced, the actions you took and the results of your actions.

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