

USING ACCOMPLISHMENT STATEMENTS TO GET NOTICED!

To really grab employers' attention, show them that you can bring value to the organization!

You can demonstrate this by describing your experiences in terms of accomplishments.

What is an accomplishment?

- ❖ An action that you took that had a positive impact on your organization, customers or co-workers or others
- ❖ Is not restricted to paid work experiences
- ❖ Can be qualitative (e.g., improved staff morale) or quantitative (increased event participation by 50%)

How do I create an accomplishment statement?

- ❖ Examine each of your past experiences- think about what you did particularly well in each of those experiences

Possible questions to ask yourself to stimulate ideas include:

- ❖ What did I create or build?
- ❖ What projects/assignments/presentations did I work on?
- ❖ Was there anything unique about them?
- ❖ Did I receive any awards or recommendations because of my work?
- ❖ Link the accomplishment to an action (verb describing your behavior) and an object or target (group, individual, company that you worked with or for)

Example

Organized + a food drive for the local food bank + exceeding targets by 75%

(Action) + (target or object) + (accomplishment)

Accomplishments

- Increased return on investments
- Improved (gross or net) profits
- Provided quality service
- Expanded sales
- Increased market share
- Reduced turnover
- Greeted clients professionally
- Improved productivity
- Lowered costs
- Improved market penetration
- Maintained current knowledge
- Decreased new product launch time
- Improved cash availability
- Generated accurate reports
- Streamlined budget planning
- Obtained new financing
- Reduced operating expenses
- Responded quickly to inquiries
- Arranged moratorium with creditors
- Negotiated settlements
- Planned and executed location moves
- Reduced inventory
- Minimized customer complaints
- Enhanced community relations
- improved product quality
- simplified work tasks
- introduced cost controls
- improved goals and objectives plan
- created a new strategic statement
- reversed negative cash flow
- contributed to a positive environment
- staffed a new department
- reduced labour costs
- screened calls
- eliminated shipping errors
- decreased breakage
- led a team
- shortened billing cycle
- recovered “uncollectible” receivables
- simplified record keeping
- planned daily activities