**How to document your skills and accomplishments**

An accomplishment statement is like a movie trailer - it’s designed to grab attention of the viewer very quickly and capture interest.

**Vague example:**

* Assisted with general upkeep and organization of homeless shelter.

[This is a job responsibility]

**Strong example:**

* Reorganized a large jumbled supply closet/pantry at a homeless shelter, which expedited the kitchen staff in serving meals to 50 residents, and gave staff fast access to clothing by size and season.

[This is an example of how well you carried out the job responsibility]

*Server at Dairy Queen*

**Vague example:**

* Served customers in a shopping mall ice cream store and trained two new servers.

**Strong example:**

* Trained two new servers on customer service and changed the customer flow in peak times, which cut in half the wait time in a high traffic location.

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**ACCOMPLISHMENT STATEMENT EXAMPLES**

***INTERNSHIP EXPERIENCE***

* Outlined, conducted research for and wrote an essay that eloquently responded to the theme of an essay-writing contest on diversity organized by the Iowa Diversity Council, which resulted in being selected as the winner of the competition.
* Received training and became proficient in Microsoft Office’s SharePoint web application, which resulted in helping supervisor to successfully post the editing schedule on the office’s intranet site. This also resulted in a positive comment written on my Performance Appraisal.
* Inventoried the WAMU-TV production team’s DVDs, researched the best suppliers and costs, created a budget and monitored the usage of supplies, which yielded the reduction of overstock and shortage by 100%, and increased the efficiency of the production team by more than 12%.

*Clinical Data Operations Intern*

* Consolidated patient data relating to adverse events into database systems, making information more readily accessible and cohesive for employers
* Supervised and trained two new interns in the handling of statistical data, which resulted in the publication of quarterly reports of patient information.

*Healthcare Education Intern (graduate level)*

* Co-authored first published piece of the organization’s stance on the issue of mandatory HIV testing of sex offenders, a position paper to be distributed to statewide memberships and colleagues
* Researched and created domestic violence screening packets, which were distributed to Wyoming primary care physicians

*Marketing Assistant at an after school program*

* Designed pamphlet detailing services for after school care and tutoring for children ages 5 to 12, distributed to guidance counselors at eleven elementary schools in the county, doubling the number of interest calls from parents within two months
* Planned summer open house for prospective families with the Director of Marketing; coordinated activities for children with teaching staff; actual attendance exceeded expectation goals

***HIGH SCHOOL/COLLEGE/UNIVERSITY JOBS***

*Student Job (Federal Work Study example)*

* Researched and developed a more efficient, easily updated database on a comprehensive set of school data, on an Excel spreadsheet, which allowed the Regional Education Officer to provide key data quickly to recruiters. The database became the model information collection tool for colleges and universities.

*Summer Employment*

* Designed a course of instruction for a tennis camp, developed fun learning games, evaluated and coached progress, which enabled 75 children (aged 5-15) to develop tennis skills, confidence and enthusiasm. The course received an 85% approval rating from the participants’ parents.

***LEADERSHIP EXPERIENCE***

*Senator for undergraduate student government*

* Organized logistics for a clothing drive for a homeless shelter and created a Web page off the main UGBC site to advertise the drive; obtained donations from the campus; collected over 500 lbs. of clothing which surpassed student government’s goal 100 lbs.
* Supervised a committee of 11 students to publicize the event on campus.

***VOLUNTEER EXPERIENCE***

*Appalachia Volunteer Project*

* Supported Habitat for Humanity sites through the completion of various tasks ranging from heavy construction to small jobs with a group of 13 other BC students, which contributed to the completion of 2 houses in a rural hollow.

*ESL Tutor*

* Taught a class of 8-10 students of different ages, native languages, and varying levels of English competency, who were then able to pass a TOEFL test.