Accomplishments

What is an Accomplishment?

An action taken which resulted in an outcome that was measurable and beneficial.
Follow these steps in developing your accomplishment statements.

1. Start with a past-tense action verb.
2. Briefly describe the action taken.
3. State the results in measurable or demonstrable outcomes.

   Think money, time, and amounts: This is a good way to present your successes and highlight your potential

Examples

Action   **Designed** and **implemented** a training program (*what was done*) that…
  +

Result   **reduced** errors by **20%** and significantly **increased** order processing.

Designed and implemented a training program (*what was done*) that reduced errors by 20% and significantly increased order processing (*measurable outcome*).

More Examples:

- Negotiated local transportation contract resulting in yearly savings of $38M and increased equipment availability.

- Developed and implemented, with employee involvement, modifications to the data entry incentive pay systems that increased throughput and decreased costs.

- Directed a task force that improved inventory accountability by initiating use of bar code roll identification for plant tracking.

- Reorganized cost area to more evenly distribute workload, resulting in decreased overtime, increased efficiency of reporting, and reduced errors.

- Researched and analyzed wage labor costs and developed strategies that resulted in 30% reduction of temporary labor expense.

- Initiated cost reduction program that realized $2.7 million in savings within the first two years of implementation.

- Designed and installed conveyor system for new product line within an 11 week deadline on time and under budget.

- Created a cohesive sales team that generated an increase in total sales revenue from $1 million to over $4.5 million in one year period.

Accomplishment Primer

1. Did you implement a new procedure or system?

2. Did you solve a major problem for your section, department or division?

3. Did you save the company money?

4. Did you identify and/or implement a better or more efficient way of doing a procedure?

5. Did you train anyone?

6. Did you develop or do something for the first time at your company?

7. Did you do a job with fewer people or in a shorter time?

8. Did you receive any special recognition or awards?

9. Did you participate in any recent company sponsored training?

10. Were you involved in any special projects?

11. Did you suggest or "roll out" any new products or programs for your company?

12. Did you exceed your goals or objectives?

13. Did you increase market share?

14. Did you develop new business or enlarge a market?

15. Did you reduce errors?

16. Did your job performance exceed past performance?

17. Did you improve employee performance?

18. Did you have a reputation for handling certain difficult problems, situations or people?

Accomplishment Development Action Words

Hi-lite the words that describe the things you did in your most recent position(s).

In the past, when I worked with DATA, I have		In the past when I worked with PEOPLE, I have		In the past when I worked with THINGS, I have	
Administered	Organized	Administered	Performed	Arranged	Installed
Analyzed	Planned	Advised	Persuaded	Assembled	Introduced
Arranged	Presented	Assisted	Presented	Balanced	Invented
Assembled	Processed	Coached	Produced	Bargained	Made
Assessed	Promoted	Communicated	Protected	Built	Modernized
Authored	Programmed	Conducted	Provided	Centralized	Opened
Balanced	Proved	Consulted	Reconciled	Conceived	Operated
Budgeted	Provided	Counseled	Recruited	Conserved	Organized
Calculated	Publicized	Decided	Reduced	Consolidated	Originated
Co-authored	Published	Delegated	Represented	Constructed	Pioneered
Compiled	Read	Demonstrated	Resolved	Converted	Presented
Completed	Recorded	Determined	Restructured	Created	Produced
Composed	Reconciled	Directed	Scheduled	Cut costs	Purchase
Computed	Refined	Eliminated	Served	Demonstrated	Reconstructed
Condensed	Reorganized	Enforced	Shared	Designed	Redesigned
Converted	Reported	Established	Showed	Determined	Reduced
Coordinated	Researched	Expedited	Staffed	Developed	Repaired
Corrected	Revised	Facilitated	Supervised	Devised	Restructured
Defined	Setup	Guided	Taught	Eliminated	Shaped
Designed	Simplified	Headed	Tended	Established	Strengthened
Determined	Sorted	Hired	Tested	Expanded	Tended
Developed	Standardized	Initiated	Trained	Fabricated	Tested
Edited	Streamlined	Instructed	Traveled	Formed	Upgraded
Evaluated	Systematized	Learned	Unified	Founded	
Formulated	Synthesized	Led		Generated	
Identified	Tracked	Managed		Guided	
Integrated	Updated	Motivated		Handled	
Interpreted	Verified	Negotiated		Improved	
Marketed	Wrote	Operated		Innovated	
Modified		Organized		Inspected	