

JOURNAL ENTRY #17 ASSIGNMENT

The description of work experience below is taken from the first resume example on page 12 in Career Center Handbook. Please carefully read and analyze the accomplishment statements (each bullet point's description) and answer the questions that follow.

WORK EXPERIENCE

Funding Intern, Making a Difference, Sacramento, CA January 2016 – Present

- Wrote over two dozen business letters to local companies to request sponsorship for the agency which increased agency funding by 15% over the year
- Researched more than 20 policies and procedures related to government funding for the housing program
- Called and emailed over 60 contacts with invitations to company fundraising events
- Designed event flyers and posters for 10 events using Adobe InDesign and Microsoft Publisher

Q1: How did the writer start the description of each of his accomplishment statement? Compared with regular sentence structure in English grammar, what's special about the format presented here?

The writer starts the description of each accomplishment statement with a past-tense verb.

Compared with regular sentence structure in English grammar each accomplishment statement does not follow subject-verb-object structure and reads more verb-subject-(object?) sentence structure/

Q2: What are the similar patterns, trends, and characteristics that all of the accomplishment statements share?

The similar patterns, trends, and characteristic of the accomplishment statements share are that they are specific in that each statement provides metric (a volume, timeframe, percentage) to articulate impact or results generated.

Q3: What did you learn from the accomplishment statements above?

That accomplishment statements should be written in past tense, they do more than detail what you did at a particular job position in that it should articulate the impact made, and provide a high level summary of your contribution and skills.