## 

Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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?

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

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