**Accomplishment Builder**

An accomplishment is an action, which resulted in a measurable and beneficial result. These are the items on your resume that will get you hired.

We recommend that you begin each of your positions with a JOB SCOPE. This sets the context of how big the world was in which you accomplished the bulleted results. Start with active, past tense verb and list the main 2-3 focuses of the role and its overall dimensions (e.g., territory, budget, staff, accounts, products, SKUs, P&L, or # concurrent projects managed).

To develop accomplishment statements:

1. Start with a past-tense action verb.

2. Briefly describe the action taken.

3. State the results in measurable or quantifiable terms.

Think money, time, and amounts: The more you focus on money, time and amounts in relation to your accomplishments, the better you’ll present your successes and highlight your potential – and the more you’ll realize just how much you really have to offer prospective employers.

When possible, lead with the result, creating a more powerful accomplishment statement. Resumes do not need to read as complete proper sentences. Eliminate personal pronouns (I, me, my, they, us, etc.), possessive pronouns (their, our, yours, etc.), and articles (the, a, an, etc.) when possible.

For each accomplishment, think “impact/result?” To help you answer this question…ask yourself, what would of happened if you didn’t do this or didn’t do it well…usually within the answer is your impact.

Action: Designed and implemented preventative maintenance program (what was done) that…

Result: reduced equipment downtime by 20% and significantly increased order processing.

Not Leading with the Result: Designed and implemented preventative maintenance program (what was done) that reduced equipment downtime by 20% and significantly increased order processing

Result: Saved $5,000 annually on office supplies (measurable outcome) by…

Action: negotiating with outside supply company for best prices (what was done).

Leading with the Result: Saved $5,000 annually on office supplies (measurable outcome) by negotiating with outside supply company for best prices (what was done).

**Examples:**

Action: Designed and implemented preventative maintenance program (what was done) that…

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Result: reduced equipment downtime by 20% and significantly increased order processing.

Result: Saved $5,000 annually on office supplies (measurable outcome) by…

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Action: negotiating with outside supply company for best prices (what was done).

Not Leading with the Result: Designed and implemented preventative maintenance program (what was done) that reduced equipment downtime by 20% and significantly increased order processing (measurable outcome).

Leading with the Result: Saved $5,000 annually on office supplies (measurable outcome) by negotiating with outside supply company for best prices (what was done).

• Decreased overtime 25% and increased efficiency of reporting by reorganizing cost area to more evenly

• Directed task force that improved inventory accountability by initiating use of bar code roll identification for

• Reduced temporary labor expense 30% by researching and analyzing wage labor costs and implementing

• Initiated cost reduction program that saved $2.7M within first 2 years of implementation.

• Increased productivity 16% by initiating budget and measurement accountability to 35 portfolio and new

• Developed and implemented modifications to data entry incentive pay system that increased throughput

• Designed and installed new product line conveyor system within an 11-week deadline, on time and under

• Created cohesive sales team that collaboratively increased total sales revenue from $1M to over $4.5M in

• Reduced rejections 10% while maintaining productivity by adjusting schedules daily and cross-training

**Accomplishment Development Questions:**

1. Did you identify or solve a major problem for your department or division? (Results?)

2. Did you save the company money? (How much?)

3. Did you identify, create or implement a new procedure or system? (Results?)

4. Did you develop or do something for the first time at your company? (Results?)

5. Did you accomplish something with fewer resources or in a shorter time?

6. Did you receive any special recognition or awards? (Why?)

7. Did you participate in any recent company sponsored training and apply what you learned?

8. Did you lead or contribute to any special projects? (Results?)

9. Did you suggest or “roll out” any new products or programs?

10. Did you reduce costs, increase revenue/profits or impact bottom-line? (By how much?)

11. Did you increase market share or revenue? (How?)

12. Did you develop new business or enlarge a market? (How?)

13. Did you establish a reputation for handling difficult problems, situations or people?

14. Did you meet/exceed company objectives? (In what way?)

15. Did you successfully handle unusual/difficult situations or circumstances?

16. Did you improve employee performance or productivity? (How?)

17. Did you reduce errors? (By how much?)

**Accomplishment Development: ACTIONS**

**Circle, bold or highlight words that describe actions you engaged in during your most recent position(s). Use those words to launch your own accomplishment statements.**

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

Ensured Safety

**Accomplishment Development: RESULTS**

**Circle words the types of results you achieved when you took action. Use these phrases to complete your accomplishments (quantify if possible).**

Enhanced Profitability Reduced Turnover

Increased Sales Reduced Capital Investment

Reduced Costs Improved Quality

Increased Earnings Increased Return on Investment

Increased Productivity Conceived New Products

Reduced Rejects Developed New Products

Raised Efficiencies Eliminated Unnecessary Procedures

Saved Time Reduced Downtime

Improved Morale Improved Training

Reduced Energy Requirement Upgraded Plans

Increased Inventory Turns Designed Equipment

Reduced A/R Days Out Enhanced Operations

Improved Corporate Image Improved Methods

Increased Awareness Automated Systems

Expanded Product Line Improved Customer Relations

Improved Accuracy Increase Customer Satisfaction

Minimized Liability Reduced Errors

Shortened Lead Time