

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.

1. Job Scope

We recommend that each of your positions start with a *job scope*. This sets the context of how big the world was in which you accomplished your results. We start with an 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 # of concurrent projects managed). We suggest developing a job scope and then including supporting bullet points that are *accomplishment statements*.

2. Accomplishment Statements

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 (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 have happened if I didn't do this or didn't do it well?” Usually within the answer is your impact.

Examples

Action: **Designed** and **implemented** a preventative maintenance program that...

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

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

Result: Saved \$5,000 annually on office supplies by... +

Action: negotiating with outside supply company for best prices.

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*).

► More Sample Accomplishments:

- Decreased overtime 25% and increased efficiency of reporting by reorganizing cost area to more evenly distribute workload.

- Directed task force that improved inventory accountability by initiating the use of bar code roll identification for plant tracking.
- Reduced temporary labor expense 30% by researching and analyzing wage labor costs and implementing creative strategies.
- 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 business managers countrywide.
- Developed and implemented modifications to data entry incentive pay system that increased throughput and decreased costs by 15%.
- Designed and installed new product line conveyor system within an 11-week deadline, on time and under budget by 10%.
- Created cohesive sales team that collaboratively increased total sales revenue from \$1M to over \$4.5M in one year.
- Reduced rejections 10% while maintaining productivity by adjusting schedules daily and cross-training staff on all operations.

Accomplishment Development Questions:

- Did you identify or solve a major problem for your department or division? (Results?)
- Did you identify, create or implement a new procedure or system? (Results?)
- Did you train or develop anyone? (How many?)
- Did you develop or do something for the first time at your company? (Results?)
- Did you accomplish something with fewer resources or in a shorter time?
- Did you suggest or “roll out” any new products or programs?
- Did you reduce costs, increase revenue/profits or impact bottom-line? (By how much?)
- Did you develop new business or enlarge a market? (How?)
- Did you meet/exceed company objectives? (In what way?)
- Did you improve employee performance or productivity? (How?)
- 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	

► **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	Ensured Safety

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