

Showcase Your Accomplishments

When describing your work experience, it is important to use accomplishment statements. Accomplishment statements are the best way to showcase the amazing things you have done throughout your career, and it shows a hiring manager what you can do for them. By including accomplishments, you paint a picture of your abilities and the value you will bring.

Plain and simple, a responsibility describes what you did and an accomplishment describes how well you did it. For example, “planned events” would be considered a job responsibility, whereas “raised \$100,000 by selling out tickets to a 200-person charity event” is an accomplishment.

Now that you understand the difference, how do you make the change?

- 1) Get started by compiling a list of all the things that set you apart. For each of the positions on your resume, ask yourself the following:
 - What did I do that was above and beyond my normal job responsibilities?
 - How did I stand out among other employees?
 - Was I ever recognized by a supervisor for a job well done? When and why?
 - Did I win any awards or accolades?
 - What new processes did I implement to improve things? What effect did it have?
 - What problems did I solve?
 - Did I ever consistently meet or exceed goals or quotas?
 - Did I save the company money?
 - What made me really great at my job?
- 2) Take your list, and add in as many facts, figures, and numbers as you can. How many people were impacted by your work? By what percentage did you exceed your goals? Instead of saying you effectively managed a budget, list how much money you managed, and how much money you saved.

By quantifying your accomplishments, you not only make them easier to understand, you allow the hiring manager to picture the level of work or responsibility you managed to achieve this accomplishment.

- 3) Take each statement one step further by adding in what the benefit was to your supervisor, department/unit/organization. By doing this, you clearly communicate not only what you're capable of, but also the direct benefit the employer will receive by selecting you.

For example, let's say you have "created 20 client reports each month" on your list. Instead, write something like "created and prepared 20 weekly and monthly status reports to ensure clients consistently received timely and complete information." Reading that, a hiring manager will automatically see that you are able to develop ways to provide great service to their clients. When you include the benefit, you more effectively sell the tangible things you can bring to the organization.