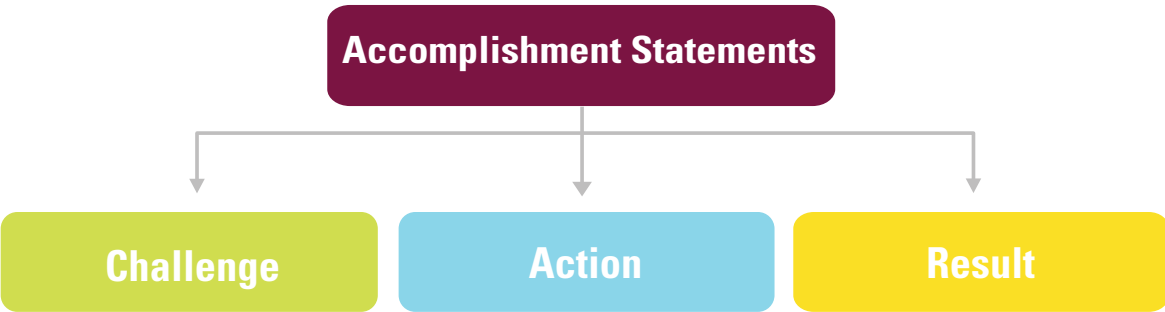


ACCOMPLISHMENT STATEMENTS

WHAT IS AN ACCOMPLISHMENT STATEMENT?

An accomplishment statement clearly demonstrates your past ability to contribute to the productivity and/or profitability of the company by citing specific examples. Later, in an interview, these examples often form the basis for the questions you are asked, so showcase your strengths in your statement.

The components of a well written accomplishment statement include:



CHALLENGE

Under what circumstances or conditions you did the work: e.g., within tight time-frames, during departmental move, with no supervision, or took on additional responsibilities while maintaining current workload.

ACTION

How you executed the accomplishment, what you did, and the strengths you used. Be specific and use strong action verbs.

RESULT

The business impact of your actions. Include key deliverables, measurable standards, and contributions from the organization’s perspective.

To determine results, you need to think of what would have happened if you did not do such a competent job. For example: If filing is not done in a timely manner or items are misfiled, co-workers will not be able to find documents and that could have a serious adverse business impact.

EXAMPLES

- ✓ Achieved a customer satisfaction rating of 99.9% by quickly developing a high level of proficiency on new software during a 4-month co-op term
- ✓ Exceeded monthly sales quotas consistently by an average of 15% for 3 years by initiating a system of follow-up contact with satisfied customers
- ✓ Assisted in developing a promotional fundraising campaign that provided contributions exceeding \$15,000, 3-times the previous record