

# *Highlighting Accomplishments on Your Resume*

Including accomplishments on your resume helps to sell yourself by showcasing the things you have done. It also helps potential employers answer the question “what has this person done that can help us at our company?”

Most hiring managers understand the main duties of various job titles so don't take up valuable space on your resume with information they most likely already know.

## **What is the difference between a duty and an accomplishment?**

- Duties describe what you did, letting hiring managers know the scope of the job
- Accomplishments demonstrate how well you did, illustrating your ability to contribute and excel

## **Step One: Make a List**

Brainstorm for a few minutes about each of your experiences (think beyond just jobs and internships to volunteer roles and leadership experiences to demonstrate accomplishments through skills mentioned in the job description). Write down any and all contributions that come to mind, even if they seem insignificant.

Ask yourself:

- What did I do above and beyond my normal duties? How did I take initiative?
- How did I stand out among other employees?
- Was I ever praised or recognized for a job well done? Did I receive any positive feedback, accolades, awards, or promotions?
- Did I implement any new processes or make suggestions that improved things?
- 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?
- What am I most proud of?
- What are my strongest skills? Please refer to NACE Career Ready Skills Handout for more information

## **Step Two: Craft into Bulleted Statements**

To write each statement:

- Begin with an action verb, using the appropriate tense
- Mention the scope of your activities (number of staff managed, size of event, percentage of sales increase, number of articles written weekly). When they are in your favor, quantify with numbers!
- Note: Numbers one – nine are spelled out; 10 and over use digits.
- Detail the results, which could be the outcome of your actions (the value-added for company or customers) or specific skills you gained or demonstrated in that experience.

Select the most compelling accomplishments for each experience, taking care to tailor your selections to the job you are applying for. List them in order of importance/relevance.

<b>Duty</b>	<b>Accomplishment</b>
Planned events	Coordinated food, entertainment, and set-up for Red Cross charity event that raised \$2,000 for Hurricane Sandy victims
Trained new employees	Trained 20 new employees resulting in increased customer satisfaction
Volunteered at soup kitchen	Volunteered at soup kitchen
Managed social media presence	Crafted 10 weekly Twitter posts that increased followers by 40%

\*Adapted from themuse.com & Career One Stop