

ALBERTA WORK SEARCH ONLINE



Accomplishment statements

Employers want to know the specifics of your accomplishments. The bold words in the list below are examples of quantifiable (numbers, dollars, time) or proven (promotion, award) words that strengthen an accomplishment statement:

- Doubled** sales from **\$250,000** to **\$500,000** within **two** years
- Achieved savings of \$70,000** through volume discounts and central co-ordination
- Promoted** from Marketing **Coordinator** to Marketing **Manager**
- Received** employee of the year **award** for exceptional performance
- no sick days reported over a **three-year** period
- commended for **error-free** work
- maintained accurate bookkeeping records and reduced outstanding accounts by **10%**
- organized a neighbourhood garage sale raising **\$15,000** for a local library
- achieved **first class honours standing** throughout post-secondary studies

Identifying your accomplishments

This exercise will help you recognize your own accomplishments.

1

Read through the following questions. Think about how they relate to your own experience. Check off questions that remind you of something you've accomplished. Include a brief note describing the accomplishment. Add other accomplishments to the list.

If a question doesn't relate to your experience, go on to the next one. As a starting point, think about your accomplishments during the last five or 10 years.

2

When you've finished working through the list, see if you can combine some of your notes into one accomplishment that paints a detailed picture of what you did.

3

Review the accomplishments you've checked off. Highlight or put a star beside three to 10 of your most significant accomplishments.

Employment accomplishments

Have you been asked by supervisors to do tasks that you perform better than your co-workers? Explain.

Have you been asked to train co-workers? How many and under what circumstances?

What recognition, awards or bonuses have you received and why?

Have you saved your organization money, time or resources? Explain how.

Have you been recognized for perfect attendance?

What goals have you exceeded? How and by how much?

Have you ever served in a leadership or senior position, either temporarily or permanently?

Have you ever taken on responsibilities beyond those in your job description? What were the results?

Have you ever simplified a procedure that made the job easier or more cost-effective? Explain.

Have you ever been involved in developing, implementing or maintaining a new system? Explain.

How have you increased customer satisfaction?

Have you ever been involved in hiring decisions?

>> Identifying your Accomplishments

What projects have you led? What were the results?

Have you ever been asked to write policy or procedures or contribute to research? What were the results?

Have you ever organized employee or company activities or functions?

Add any other employment accomplishments:

Personal accomplishments in the workplace

Have you ever volunteered for special assignments or extra duties?

Have you mentored, coached or helped co-workers?

Are you good at motivating or persuading others? Describe.

Are you good at multi-tasking or meeting tight deadlines? Explain.

Have you ever been made responsible for money or confidential material beyond those responsibilities outlined in your job description?

How have your flexibility and adaptability contributed to an organization's success?

Have your peers ever chosen you to represent them?

How have you enhanced the image of organizations you've worked for?

>> Identifying your Accomplishments

- Have you ever been asked to mediate a conflict?

- Add any other personal accomplishments:

Education and training

- What specific knowledge or skills related to your field make you a valuable employee?

- In what areas of your field have you improved your skills through your own initiative?

- Add any other education and training accomplishments:

Volunteer/community

- What community groups do you participate in? Do you hold a volunteer or board position?

- What community projects have you organized or played a key role in? What was the outcome?

- Have you received any awards or recognition for contributions to your community? Describe.

- Add any other volunteer/community accomplishments:
