

Tips on Creating Accomplishment Driven Resumes

Having problems creating action based and quantifiable accomplishment driven experience statements?

What Is an Accomplishment?

“On your resume, an accomplishment is an example of how you contributed to your employer, or it's an achievement that reflects the kind of worker you are. The most convincing accomplishments are measurable.” (2)

Think about the areas in which you have helped make your company successful, were you “added value.” Using these areas, create your accomplishments using the Challenge-Actions-Results (CAR) formula. (1)

CHALLENGE: Assumed leadership position in the video products division which had been experiencing slow sales and negative profitability from initial product launch.

ACTIONS: Reinforced and coached team of ten sales representatives through intensive training and innovative sales techniques. Introduced new marketing initiatives, which helped the company form strategic alliances with regional distributors and vendors.

RESULTS: Video products sales increased from \$50,000 to 100,000 in just 4 months and continually grew unit sales by 20% each year from 2000 to 2005.

Once you have the CAR outline, it can be used to create a resume entry such as this:

- Grew new product sales 100% in 120 days and sustained 20% annual sales growth for five consecutive years by introducing new marketing initiatives, forging effective strategic alliances, implementing innovative sales techniques and reengineering sluggish sales force.

(1 & 3) Examples of CAR eligible areas...

- Made money for the company
- Helped the company save money or reduce costs
- Implemented processes that save time or increase work productivity
- Improved company's competitive advantage in the marketplace
- Enhanced corporate image or building company's reputation in its industry
- Promotions
- Special projects successfully completed
- Company- or industry-sponsored awards
- Certifications and licensure

What is *not* an Accomplishment?

- Daily responsibilities that are included in your job description
- Regular attendance at work
- Getting along with co-workers
- Working full-time while going to college at night
- Volunteer or community service *unless* it has a direct bearing on your job search

Getting Started

(2) Set a timer for five minutes, and start jotting down your accomplishments for your most recent position. Write down any accomplishment, contribution or achievement that comes to mind, even if it seems insignificant. Complete this exercise for each position on your resume. To help jog your memory, here are questions to ask yourself:

- Did you receive praise, recognition or pats on the back from your supervisor or colleagues? For what? (e.g., completing projects ahead of deadline, calming down irate customers, saving money)
- Did you receive a promotion, award or commendations from customers/clients?
- Were you selected for special projects, committees or task forces?
- Name three accomplishments that make you proud. Did you complete a particularly challenging assignment? Participate in a solution that improved customer service, enhanced efficiency, saved money/time or increased revenues?
- Are you known throughout your department/company for something?
- If you quit your job, what would everybody say about your work at your good-bye party?

Article References and Text taken from the following sites:

(1) Developing "WOW" Accomplishments for Your Resume - <http://jobsearch.about.com/od/resumewriting/a/resumewow.htm>

(2) Dig Deep for Accomplishments - <http://career-advice.monster.com/resume-writing-basics/Dig-Deep-for-Accomplishments/home.aspx>

(3) Resume writing: Targeting Your Career and Audience - <http://www.at-homeworks.com/step4.htm>