**Accomplishment Builder**

Accomplishment: An action taken which results in a **measurable** and **beneficial** outcome

To develop accomplishment statements:

1. Start with a past-tense action verb.

2. Briefly describe the action taken.

3. State the results in measurable or quantifiable terms.

**Think money, time, and amounts:** The more you focus on money, time and amounts in relation to your accomplishments, the better you’ll present your successes and highlight your potential – and the more you’ll realize just how much you really have to offer prospective employers. Add it all up, and you’ll see that playing the "numbers game" is yet another way to convince employers that you should be a part of their equation for success.

**Examples**

**Action: … Designed** and **implemented** preventative maintenance program

(*what was done*) that…

**+**

**Result: ...reduced** equipment downtime by **20%** and significantly **increased**

order processing.

=

Designed and implemented preventative maintenance program (*what was done*) that reduced equipment downtime by 20% and significantly increased order processing (*measurable outcome*).

**Result Saved** $5,000 annually on office supplies (*measurable outcome*) by…

+

**Action negotiating** with outside supply company for best prices (*what was done*).

=

Saved $5,000 annually on office supplies (*measurable outcome*) by negotiating with outside supply company for best prices (*what was done*).

**More Sample Accomplishments:**

* Decreased overtime 25% and increased efficiency of reporting by reorganizing cost area to more evenly distribute workload.
* Directed task force that improved inventory accountability by initiating use of barcode roll identification for plant tracking.
* Reduced temporary labor expense 30% by researching and analyzing wage labor costs and implementing creative strategies.
* Initiated cost reduction program that saved $2.7M within first 2 years of implementation.
* Increased productivity 16% by initiating budget and measurement accountability to 35 portfolio and new business managers countrywide.
* Developed and implemented modifications to data entry incentive pay system that increased throughput and decreased costs by 15%.
* Designed and installed new product line conveyor system within an 11-week deadline, on time and under budget by 10%.
* Created cohesive sales team that collaboratively increased total sales revenue from $1M to over $4.5M in one year.
* Reduced rejections 10% while maintaining productivity by adjusting schedules daily and cross-training staff on all operations.

**Accomplishment Development Questions:**

1. Did you identify or solve a major problem for your department or division? (Results?)

2. Did you save the company money? (How much?)

3. Did you identify, create or implement a new procedure or system? (Results?)

4. Did you train or develop anyone?

5. Did you develop or do something for the first time at your company? (Results?)

6. Did you accomplish something with fewer resources or in a shorter time?

7. Did you receive any special recognition or awards? (Why?)

8. Did you participate in any recent company sponsored training and apply what you learned?

9. Did you lead or contribute to any special projects? (Results?)

10. Did you suggest or “roll out” any new products or programs?

11. Did you reduce costs, increase revenue/profits or impact bottom-line? (By how much?)

12. Did you increase market share or revenue? (How?)

13. Did you develop new business or enlarge a market? (How?)

14. Did you establish a reputation for handling difficult problems, situations or people?

15. Did you meet/exceed company objectives? (In what way?)

16. Did you successfully handle unusual/difficult situations or circumstances?

17. Did you improve employee performance or productivity? (How?)

18. Did you reduce errors? (By how much?)

**Accomplishment Development Builder, PART 1: ACTIONS**

Select words that describe actions you engage in during your most recent position(s). Use those words to launch your own accomplishment statements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| In the past, when I  worked with **DATA**, I have | | In the past when I worked with **PEOPLE**, I have | | In the past when I worked with **THINGS**, I have | |
| Administered | Organized | Administered | Performed | Arranged | Installed |
| Analyzed | Planned | Advised | Persuaded | Assembled | Introduced |
| Arranged | Presented | Assisted | Presented | Balanced | Invented |
| Assembled | Processed | Coached | Produced | Bargained | Made |
| Assessed | Promoted | Communicated | Protected | Built | Modernized |
| Authored | Programmed | Conducted | Provided | Centralized | Opened |
| Balanced | Proved | Consulted | Reconciled | Conceived | Operated |
| Budgeted | Provided | Counseled | Recruited | Conserved | Organized |
| Calculated | Publicized | Decided | Reduced | Consolidated | Originated |
| Co-authored | Published | Delegated | Represented | Constructed | Pioneered |
| Compiled | Read | Demonstrated | Resolved | Converted | Presented |
| Completed | Recorded | Determined | Restructured | Created | Produced |
| Composed | Reconciled | Directed | Scheduled | Cut costs | Purchase |
| Computed | Refined | Eliminated | Served | Demonstrated | Reconstructed |
| Condensed | Reorganized | Enforced | Shared | Designed | Redesigned |
| Converted | Reported | Established | Showed | Determined | Reduced |
| Coordinated | Researched | Expedited | Staffed | Developed | Repaired |
| Corrected | Revised | Facilitated | Supervised | Devised | Restructured |
| Defined | Setup | Guided | Taught | Eliminated | Shaped |
| Designed | Simplified | Headed | Tended | Established | Strengthened |
| Determined | Sorted | Hired | Tested | Expanded | Tended |
| Developed | Standardized | Initiated | Trained | Fabricated | Tested |
| Edited | Streamlined | Instructed | Traveled | Formed | Upgraded |
| Evaluated | Systematized | Learned | Unified | Founded |  |
| Formulated | Synthesized | Led |  | Generated |  |
| Identified | Tracked | Managed |  | Guided |  |
| Integrated | Updated | Motivated |  | Handled |  |
| Interpreted | Verified | Negotiated |  | Improved |  |
| Marketed | Wrote | Operated |  | Innovated |  |
| Modified |  | Organized |  | Inspected |  |

**Accomplishment Development Builder, PART 2: RESULTS**

Select the types of results you achieved when you took action. Use these phrases to complete your accomplishments (quantify if possible).

|  |  |
| --- | --- |
| Enhanced Profitability | Reduced Turnover |
| Increased Sales | Reduced Capital Investment |
| Reduced Costs | Improved Quality |
| Increased Earnings | Increased Return on Investment |
| Increased Productivity | Conceived New Products |
| Reduced Rejects | Developed New Products |
| Raised Efficiencies | Eliminated Unnecessary Procedures |
| Saved Time | Reduced Downtime |
| Improved Morale | Improved Training |
| Reduced Energy Requirement | Upgraded Plans |
| Increased Inventory Turns | Designed Equipment |
| Reduced A/R Days Out | Enhanced Operations |
| Improved Corporate Image | Improved Methods |
| Increased Awareness | Automated Systems |
| Expanded Product Line | Improved Customer Relations |
| Improved Accuracy | Increase Customer Satisfaction |
| Minimized Liability | Reduced Errors |
| Shortened Lead Time | Ensured Safety |