

Accomplishment Statement Example

The properly written ideal accomplishment statement will:

1. Select the strongest action word to describe your achievement
2. Demonstrate your qualified value to the company
3. Highlight your skills
4. Tell what you did, but not the whole story. When read, the properly written accomplishment should elicit a response from the reader: "Tell me more about how you did this?" This allows you to give a 2 or 3 minute verbal commercial that highlights your skills and present you in a very positive light.
5. Ideally, 12-15 words long. OK if longer, but better if kept to these limits.

| ACTION VERBS | FINANCIAL IMPACT | QUANTIFIED | SKILLS | WHAT |
|--|--|--|-----------------|-------------|
| Select the strongest action word to describe your achievements | Profit Revenue Expenses Cash Flow Market Share Productivity Efficiency | \$ or % if possible. Stronger if quantified OK if not, may use words like "approximately" or "about." This is the <u>benefit</u> to the <u>company</u> , not you. | How you did it. | The result. |

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|-----------|---------|--------------|--|-----------------------------|
| Increased | Revenue | \$56 Million | by creating, developing & implementing | a worldwide expansion plan. |
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Increased revenue \$56 million by creating, developing and implementing a worldwide expansion plan.