

# HOW TO IDENTIFY YOUR ACCOMPLISHMENTS



Award-Winning Résumés  
Logos Writing Services Center LLC

With the statements/accomplishments below, think of what the results or outcome was or explain how you achieved your goals.

## THINK OF A TIME WHEN YOU...

- Changed a process that was not working very well, to make it smoother, faster or more logical.
- Got two groups (or two people) that weren't working well together, to sit down and hash things out.
- Got a customer or a decision-maker inside the company over a philosophical hurdle, by arguing your case and marshalling evidence.
- Calmed a crisis situation.  
Started a new system, a meeting, or a report that made a positive difference.
- Came up with a new communication vehicle - perhaps a memo or an event or a podcast or a presentation - that made a complicated issue clearer.
- Trained or mentored someone, even if it wasn't in your job description.  
Took care of an important customer or partner.
- Purchased something in a smarter way or for less money, or you negotiated an important matter on the company's behalf.
- Sold one of your big ideas to the leaders in your company.
- Convinced a customer to buy, or a job applicant to join the company, or someone to partner with your firm.
- Wrote a white paper or report or flowchart or built a spreadsheet that helped someone make an important decision more thoughtfully.
- Excelled in the performance of your job or responsibilities and what were the results of your performance.

## HAVE YOU EVER...

- Received any promotions, awards or bonuses?
- Produced reports or data for management?
- Identified or solved a work-related problem?
- Introduced a new system or procedure which made work easier or helped to streamline the company?
- Initiated or assisted in initiating any programs as related to work or production incentives, company image or morale boosting?
- Worked as a liaison between departments, companies or agencies?
- Trained anyone before?
- Worked with or participated in automation of any system or procedures? Explain any obstacles or challenges you faced. How successful were you?
- Assisted in saving a company any money or time? How and how much? How much did this affect the bottom line or overall function of the company?
- Been involved in a business or plant start-up or shutdown? What were the challenges and/or successes that you experienced?
- Participated in staff reduction and/or cost cutting implementation?
- Been involved in making major decisions or plans?
- Contributed to a team working on a project?
- Authored any major reports, programs, publications or newsletters? Who viewed or received these?
- Assisted in improving the efficiency of people or company operations? What were the end savings?