


Accomplishment Statement Example

The properly written ideal accomplishment statement will:

1. Select the strongest action word to describe your achievement
2. Demonstrate your quantified value to the company
3. Highlight your skills
4. Tell what you did, but not the whole story. When read, the properly written accomplishment may 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 presents you in a very positive light.

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 what you did	The result

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.***