

Accomplishment Statement Guidelines

An accomplishment is a statement of achievement that you completed on your job; it tells what you did and what resulted from your efforts. Remember, these are valued by an employer and are clearly enhanced by including quantitative measurements.

Examples of General Results:

- Improved quality
- Increased sales
- Reduced costs
- Increased profits
- Improved employee relations
- Improved productivity and team work
- Reduced production time
- Designed a technological improvement
- Established an administrative process
- Created a program from inception
- Exceeded established standards

Examples of Cost Savings:

- Redesigned four large external covers from structural foam molds to pressure formed parts, which reduced project cost 15%-20%

- Reduced the annual security operating budget by 22% by developing and implementing several cost savings projects while increasing the level of security.
- Identified additional foreign source income, resulting in a \$2.5 million increase in foreign tax credit utilization.
- Developed and installed a unique laboratory organization that eliminated duplication, encouraged cooperation and reduced costs by \$40,000.
- Reorganized and consolidated accounting, analysis and forecasting activities, resulting in a \$200,000 annual cost savings.

Examples of Increased Efficiency:

- Created and conducted an interviewer training program for managers and supervisors, which reduced the candidate selection ratio from 1:15 to 1:5.
- Reduced internal rejections from 13% to 20% of sales and customer quality returns from 2% to 0.1%.
- Improved laboratory productivity 15% by introducing new procedures and equipment.
- Designed and directed a recruiting campaign to acquire 400 specialists and technicians for a new \$1.2 billion project, and completed all hiring two months early, resulting in an accelerated production schedule.
- Reduced receivables from 45 days to 30 days.
- Originated and implemented an absenteeism control program for 400 non-exempt employees which reduced overall absences by 82%.

Examples of Increased Revenues:

- Designed equipment and techniques for the new chemical process that raised the product market potential from \$5 million to over \$20 million per year.
- Increased sales activity with new prospects and stagnant accounts, expanding sales by 3%.
- Consistently exceeded sales goals, winning numerous sales contests and qualifying for 2008 and 2010 Biannual National Sales Conferences.
- Redesigned lubricant distributor sales network which resulted in dramatic sales increases from \$200,000 to \$1.1 million.