

Accomplishment Statement Worksheet

Now, take a moment and jot down things that you know you can do, the activities that you are commonly engaged in, which would represent skills you have acquired. Use action words (verbs) and try to think in terms of measureable language. [e.g. developed system, monitored budgets, operated equipment, directed projects, sold, etc.]

Consider your major accomplishments.

What did you do over the last 10 years that you feel is significant; something in which you take personal pride, derived a degree of satisfaction, made a contribution...

How did you know it was good? What resulted from your actions? [e.g. did it save money for the company, did it create a new source of revenues, did it improve the efficiency or productivity of a unit or system?] Remember, quantify results as much as possible!

Remember that if you are open to seeking work in an industry other than the one in which you acquired skills, use as generic language as possible. Follow this procedure, naming the action and the result of each of your accomplishments for six to ten items over the past ten years. You will want to organize them beginning with your last or current position first, then work backwards in time.

Action 1: _____

Result 1: _____

Action 2: _____

Result 2: _____

Action 3: _____

Result 3: _____

Action 4: _____

Result 4: _____

Action 5: _____

Result 5: _____

Action 6: _____

Result 6: _____

Action 7: _____

Result 7: _____

Action 8: _____

Result 8: _____

Action 9: _____

Result 9: _____

Action 10: _____

Result 10: _____

