

Create Accomplishment Stories

Learn how to develop accomplishment stories for interview/resume/CV

What are accomplishment stories

Your accomplishment stories are identifying what you have done well. This will help you to create stories for interviewing and networking. Accomplishment statements are condensed versions of your accomplishment stories and can be used for bullet points on your CV, and potentially your LinkedIn profile, too.

Why accomplishment stories

- ▶ They showcase your skills and competencies.
- ▶ They illustrate how you have used your skills in the past to benefit your employer.
- ▶ They imply how you can use your skills in the future to benefit a future employer.

How to create accomplishment stories

SITUATION

OBSTACLES

ACCTIONS

RESULTS

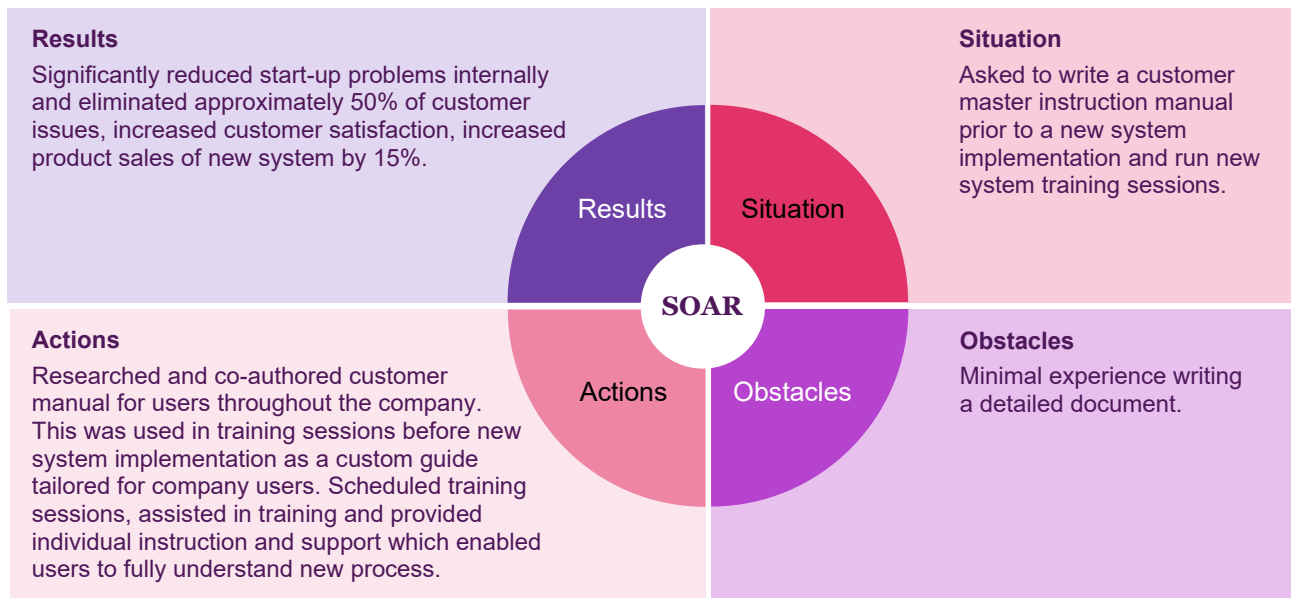
Start by identifying your achievements

- ▶ Performance evaluations
- ▶ Letters of commendation
- ▶ Awards, bonuses and promotions
- ▶ Past job descriptions and your previous résumé
- ▶ Calendar and status reports
- ▶ Former colleagues and managers
- ▶ Certificates and training you have completed

Questions to help identify your accomplishments

- ▶ Did you make major changes or facilitate the work in any way?
 - ▶ Did you take the initiative of acquiring new skills or learning new technologies?
 - ▶ Were you selected to participate in a special project or to sit on a committee because of your skills or experience?
 - ▶ Did you successfully solve a difficult situation with a client?
 - ▶ Did you surpass accepted standards for quality and/or quantity of performance?
 - ▶ Did your ideas or suggestions help increase the performance of individuals or machines?
 - ▶ Did you act as a resource person for your colleagues on certain issues?
 - ▶ Did you prepare any original reports, special papers or documents?
 - ▶ Did you show creativity by developing and implementing a plan or solving a complex issue?
 - ▶ Did you assist someone else in realising their objective?
 - ▶ Did you implement or participate in any sales or profits, and/or cost save recommendations?
 - ▶ Did you receive any award or letter or recommendation?
-

Sample SOAR Story



Accomplishment statements for your resume/cv and LinkedIn

- ▶ Emphasise the scope and results.
 - Quantify: \$/£/€, %, #
 - Qualify:
 - “Developed the first ...”
 - “Exceeded expectations by...”
 - “Worked on the company’s largest account ...”
 - “Created a global application that ...”
- ▶ Use the strongest action verb(s).
- ▶ Be clear and concise.
- ▶ Use no more than two to three lines.

Past tense action verbs – skills

Administration	Finance	Management	Communication	Technical	Consulting & Services	Coaching & Training
Approve	Administer	Administer	Activate	Activate	Advise	Advise
Archive	Analyse	Allocate	Conduct	Assemble	Answer	Clarify
Arrange	Anticipate	Analyse	Consolidate	Build	Appreciate	Coach
Calculate	Audit	Anticipate	Convince	Calculate	Arrange	Communicate
Carry out	Balance	Assign	Declare	Centralise	Change	Constitute
Compile	Budget	Audit	Develop	Check	Clarify	Develop
Create	Calculate	Authorise	Exploit	Create	Demonstrate	Encourage
Decentralise	Carry out	Centralise	Express	Decentralise	Detect	Explain
Document	Consolidate	Certify	Formulate	Design	Diagnose	Facilitate
Extract	Count	Consolidate	Identify	Draw	Evaluate	Guide
Implement	Earn	Coordinate	Influence	Finish	Explain	Instruct
Inspect	Engage	Create	Interpret	Generate	Facilitate	Lead
List	Estimate	Decentralise	Launch	Implement	Guide	Overcome
Organise	Market	Delegate	Motivate	Improve	Intervene	Plan out
Process	Predict	Devise	Negotiate	Inventory	Launch	Put into practice
Purchase	Regulate	Establish	Optimise	Modernise	Listen	Reinforce
Register	Succeed	Evaluate	Present	Program	Monitor	Reorganise
Simplify		Generate	Process	Remodel	Optimise	Revalue
Take delivery		Hire	Recruit	Repair	Present	Stimulate
Write		Reorganise	Translate	Rebuild	Represent	Train
		Supervise				

Accomplishment statement, resume and LinkedIn®



Develop accomplishment statement using your SOAR stories.



Begin each bullet with an action word.



Select accomplishments that are most relevant to the target audience.

Human Resources Specialist

- ▶ Led human resource profit center for food business line of this global \$/£/€ 20 billion company.
- ▶ Provided strategic counsel during mergers and acquisitions regarding culture, integration and human resource cost benefit analysis to make critical purchase decisions.
- ▶ Improved quality and efficiencies leading the company through a comprehensive reengineering, work design and process improvement effort.
- ▶ Saved \$/£/€ 12m over a 5-year period negotiating compensation and benefits package during union negotiations.

Sample accomplishment statements

- ▶ Increased gross profit by 8% and reduced global cost of goods sold by 25% from previous year through supplier pricing negotiations, design modifications and change in product mix.
- ▶ Prepared and presented computer system training for 28 people, saving \$/£/€ 51,000 annually.
- ▶ Expanded sales 35% by increasing sales activities with new prospects and static accounts.
- ▶ Improved inventory accounting 33% by developing a common method of tracking the various assets.
- ▶ Restructured 450 turnkey construction projects to ensure completion on time and within budgetary limitations, reducing overall cost of project by more than \$/£/€ 2 million.

Remember your target audience

When creating your own accomplishment statements, ask yourself **what skills, competence and technical expertise is this a good example of.**

