

Identifying Accomplishments

The purpose of the Experience section is to identify and describe accomplishments, results, and knowledge you gained from past and current positions. When developing descriptive bullet point statements, it is important to communicate your qualifications. Focus on what you would bring to the position and the organization. Questions to help you in describe your experiences include:

Did you:

- Train another person? What were the results?
- Tutor anyone? Did his/her grades improve?
- Create and implement new lessons, curriculum or programs?
- Do something faster, better or at a lower cost?
- Increase membership, participation, or sales?
- Save your organization any money, increase efficiency, or eliminate waste?
- Identify and/or help solve any problems?
- Institute any new methods, procedures, services, or products?
- Reorganize or improve an existing system?
- Coordinate any event or project?
- As you think about ways to describe your experiences, questions to consider may include:
- What skills did you utilize or develop through your responsibilities?
- What did you learn through your position?
- Were you promoted or did you train others?
- Did you create new systems or processes?
- Did you write reports, memos, summaries or help with publications for your organization?
- Are there examples of times when you took leadership or initiative?
- How did your work contribute to larger processes?
- What were the results of your efforts? Increased sales, a stronger mailing list, etc.
- Did you supervise or train others?
- What decisions did you make?
- Did you work with people? How?
- Can you quantify the results of your work?
- Did you produce any written documents or reports?
- Were you able to meet deadlines and handle pressure?
- How did you make a difference in the position?
- What were your major accomplishment(s)?



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Rather than listing duties, work towards describing the skills, responsibilities and outcomes you have achieved that are relevant to the position or industry. Use the job description to tailor your resume and results to fit the specific employer or role.

BEFORE: Duties focused	AFTER: Accomplishments focused
Tutored children	Demonstrated patience and active listening skills in tutoring 2 middle school children in English and math Provided geometry tutoring to 7 th grade student, with grade progressing from C to A in 3 months.
Planned and executed lessons	Planned and executed 4 original lessons on grammar and thematic elements of Shakespeare's sonnets for 30 diverse high school students
Led presentations	Delivered presentation on semester research project to faculty and classmates; professor described project as "innovative and enlightening"
Redesigned club fundraising plan to benefit cancer research	Developed innovative fundraising campaign that resulted in 32% increase in donations to cancer research
Created events	Planned and implemented at 4 programs per semester resulting in a well-rounded educational and recreational residence hall environment