

## Profile of Accomplishments

During your career you have utilized your skills to achieve results and accomplishments that benefited your organization. Your past accomplishments play a significant role in convincing a potential employer that you can use these skills to make contributions to a new organization. The following exercise helps you identify accomplishments you have achieved in prior experiences (work and volunteer). Review the questions and place a check next to an accomplishment you have achieved.

- Did you identify a problem and solve it? What were the results?
- Did you introduce a new system or procedure that made work easier or more accurate?
- Did you save the company money or time? How Much? What positive impact did this savings have on the company?
- Did your efforts increase the company's profit line? By how much?
- Did you effectively increase productivity, reduce down time, improve morale? By how much? How did the savings affect the bottom line?
- Did you effectively manage systems or people? What were the results of your efforts?
- Did you initiate a sales or incentive program or project that worked? What were the results in terms of: dollars and cents, company image, morality, efficiency or organization?
- Did you participate in decision making or planning? What contribution did you make to the team? What were the results of your efforts?
- Did you author any reports, programs, publications, promotions or newsletters? Who was the intended audience? What was the distribution or readership?
- Did you improve the efficiency of people or operations? What were the savings? What were the challenges you faced?
- Were you responsible for reducing staff or trimming an operation? How were you able to do this efficiently?
- Were you involved in an organization start up- or shut down, expansion or major change? What were the challenges you faced? What success did you have?
- Did you automate any systems or procedures? How many people did you train? How much money, time or manpower was involved in the automation?
- Were you an effective liaison between departments? How were you able to make things run more efficiently?
- Did you produce reports or data that enabled management to make more informed decisions?
- Did you receive any awards, bonuses or promotions?

**Another way of finding accomplishments is thinking about the nature of your tasks in relationship to:**

**People** - (who, what did you do with them, teach, serve, assist)

**Data** - (What did you do with data, compile, organize, enter/retrieve)

**Things** - (How and what did you use for what purpose - machinery, computers, hand/power tools)

**Ideas** - (What did you create, analyze, develop)