

Achievement Statements

As you reflect on your job duties, also think about the scope of responsibilities you have had and your accomplishments on the job.

THINK LIKE AN EMPLOYER: Which person would you rather talk to: the salesperson who merely said he was in charge of outside sales or the person who said that she was responsible for a 30 percent increase in revenues over a 6-month period? Think about all aspects of your past and present employment, and determine how you can make your job experience section move beyond the mundane description of job duties

Highlighting Your Achievements

Examples:

COMPUTER PROGRAMER POSITION

Duty Statement: Wrote code and performed troubleshooting using C language.

Scope Statement: Worked as a member of a four-person project team to create code and solve programming problems in a PC-based environment.

Achievement Statement: Wrote and maintained a C-based computer program that analyzed current work flow operations, reduced analysis time by 50 percent, and served as a model program for six divisional offices.

SALES REPRESENTATIVE POSITION

Duty Statement: Supervised outside sales for computer division.

Scope Statement: Sold electronic components to 140 clients in a 5-state region of the United States.

Achievement Statement: Maintained successful five-state sales region of 140 clients, averaged 5 new accounts monthly, and generated a 30 percent increase in revenues over a 6-month period.

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<<http://devry.vitalsource.com/books/9781256400608/i/chOS>>.