



Building Accomplishment Statements

*This worksheet will help you create compelling bullet points for your resume.
Just follow these simple 3 steps and you'll present yourself in the best possible light.*

STEP 1: What's Something You Did?

Start basic.

Answered calls

STEP 2: Who Did You Do It For or To?

It can be a person or an organization.

Don't include people's names. Instead, include their titles or the name of the organization

Answered calls for Merritt College Counseling Department

STEP 3: How Many or How Much?

People love numbers because numbers are objective.

If someone says they have a large apartment, you really don't know what that means.

But if they say they have a 2500 square foot apartment, you do.

Answered 30-40 calls per day for Merritt College Counseling Department

BONUS STEP: What Was Your Impact?

Lastly, think about answering the question, "So what?"

In other words, what was so important about what you did? Why does it matter?

Answered 30-40 calls per day for Merritt College Counseling Department to help students make appointments with academic advisers

In Sum, here's our journey, piece by piece:

Answered calls.

Answered calls for Merritt College Counseling Department

Answered 30-40 calls per day for Merritt College Counseling

Answered 30-40 calls per day for Merritt College Counseling Department to help students make appointments with academic advisers

SOME MORE EXAMPLES OF TRANSFORMING DUTIES INTO ACCOMPLISHMENTS

Sold phones

Sold iPhones to shoppers

Sold iPhones to 15-20 shoppers every day

Sold iPhones to 15-20 shoppers every day, generating \$1,500 in sales

Patrolled property

Patrolled Merritt College Campus

Patrolled 2-acre Merritt College Campus on 4-hour shifts

Patrolled 2-acre Merritt College Campus on 4-hour shifts, to protect 6,000+ students

Attended to patients

Attended to patients in the Oncology Department

Attended to 50+ patients/day in the Oncology Department

Attended to 50+ patients/day in the Oncology Department, maintaining a 4/5 score for patient satisfaction for 2 years

Assisted customers

Assisted customers in the Plumbing Department

Assisted 10-20 customers per hour in the Plumbing Department

Assisted 10-20 customers per hour in the Plumbing Department, leading to \$200 purchases.