

ACCOMPLISHMENTS

How good are you and what you do or have you done? Your next employer will want to know.

Accomplishment Defined:

A time or situation when you changed, corrected, added, deleted, managed, participated in, impacted, counseled, etc., etc.. In other words, a circumstance when YOU made a difference. A task in which you exceeded expectations, received an award, got a promotion, impacted a financial circumstance, were commended by your supervisor, received praise, etc.

Step One: For the next three days, take time to list at least fifteen things you have accomplished, going back as high school until today. After three days, look over the list and prioritize the list starting with that one thing you are most proud of. Your list should have at least 40-50 accomplishments.

Step Two: Memorize each accomplishment

Step Three: Practice saying (out loud) what happened, how you were involved and the results. (Did you save money or time? How much? What were the circumstances? What problem did you solve? Who was impacted? How were they impacted? What were the ultimate benefits?)

If you practice telling about your accomplishments before an interview, you avoid sharing them for the time under stressful conditions.

Have your spouse or a friend listen and give you feedback. Often, they will spot some issues that need clarification or that detract from your presentation. Be mindful of using too much verbosity.

You may encounter a job that calls for a unique or uncommon skill or experience, so you may wind up with three or four resume versions with different accomplishments featured.

Instead of sending a resume with a cover letter, you may try sending only a cover letter describing your general experience along with two or three highlighted accomplishments. You can always follow up with a resume if requested.

In the meantime, you can do some additional research and homework about the company, the position and whatever else you can learn that helps you design a resume with a list of accomplishments that are a good fit for the job.

Regardless, always find out as much as possible about a company of interest before you make contact.