

## RESUME ACCOMPLISHMENTS

***Important note: An Accomplishment is not what we have done, but is the result of what we have done***

A list of accomplishments is required to successfully follow the Six-Step Job Search Process, however, "S-T-A-R Story" Accomplishments are often confused with "Resume" Accomplishments.

**Below is a list of examples of "Resume" Accomplishments:**

- Reduce departmental expenses and the subsequent years budget by 7%
- Learned American English and culture after immigrating to the USA as a teenager
- Elected to the University Hall of Fame
- Paid my way through college by working 40 hours per week while maintaining a B+ GPA
- Negotiated over \$500,000 in savings in IT contracts
- Passed rigorous financial industry certification tests
- Designed and built a house while a full-time college student
- Reduced accounts receivables from 82 to 35 days
- Created a report that allowed management to make pricing decisions resulting in an increase in revenue of 12%
- Improved cash flow by increasing frequency of invoicing from weekly to daily