

To make your résumé stand out we recommend that you use accomplishment statements under your experience instead of task-focused statements. Accomplishment statements help employers see your value.



WHAT IS A RESULT?

- Increased efficiency
- Solved a problem
- Contributed to a project
- Committed to customers
- Demonstrated leadership
- Saved time and/or money
- Improved performance
- Reduced waste
- Achieved a goal
- Created something new
- Contributed to team
- Academic achievement
- Increased sales
- Took initiative
- Received an award

SAMPLE ACCOMPLISHMENT STATEMENTS:

ACTION VERB	ACTIVITY/PROJECT	RESULT
Developed	a new marketing plan	increasing customer bookings by 33%
Initiated	a new inventory policy	reducing expired products by \$10,000
Managed	orders by customers	which helped ensure repeat business
Trained	50 students on new procedures	that immediately decreased theft by 50%
Wrote	a quarterly online blog	which noticeably increased brand awareness and sales
Assisted	patients with personal hygiene	to improve patient comfort and reduce the risk of infection
Delivered	counselling to clients	which sped up recovery during the rehabilitation process
Performed	intake for new shelter residents	that assisted with successful integration at the residence
Provided	top service and sales	earning the "2015 Employee of the Year Award"
Created	an online scheduling system	resulting in eliminating all double bookings
Coordinated	3 fundraising events for shelters	which raised \$8,000 and increased community awareness
Directed	team of 6 classmates	to complete assignment on time and received A+

TIP: Word has a Thesaurus built in to find more adjectives and verbs (Shift + F7)

Additional Resource: resume.com/georgebrown

St. James, 200 King Street (Room 155B), 416-415-5000 ext. 3818 sjcareercentre@georgebrown.ca
Casa Loma, 160 Kendal Avenue (Room C317), 416-415-5000 ext. 4100 clcareercentre@georgebrown.ca
Waterfront, 51 Dockside Drive (Student Success Hub), 416-415-5000 ext. 5301 wfcareercentre@georgebrown.ca

GBCareers – view job postings, events and book appointments: gbcareers.georgebrown.ca

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