

What Can Be Considered an Accomplishment?

When trying to decide what sorts of job activities could be considered accomplishments, ask yourself the following questions. Did the activity:

- Achieve more with the same resources?
- Achieve the same results with fewer resources?
- Improve operations or make things easier and better? (quantify whenever possible)
- Resolve a panic problem or situation with little or no increase in time, energy, dollars, people, etc.?
- Involve a new undertaking, such as computerizing inventory?
- Surpass accepted standards for quality and/or quantity of performance?
- Did you take the initiative in confronting any problems, opportunities, or challenges?
- Did you develop something?
- Did you create or design a program, procedure, or plan?
- Did you identify a need for a plan, program, product, service, etc.?
- Did you prepare any original reports, papers, or documents?
- Did you participate in any technical contributions?
- Did you implement (directly or indirectly) any administrative or procedural recommendations?
- Did you implement or participate in any sales, profit, and/or cost saving recommendations?
- Did you receive any award or letter of commendation?