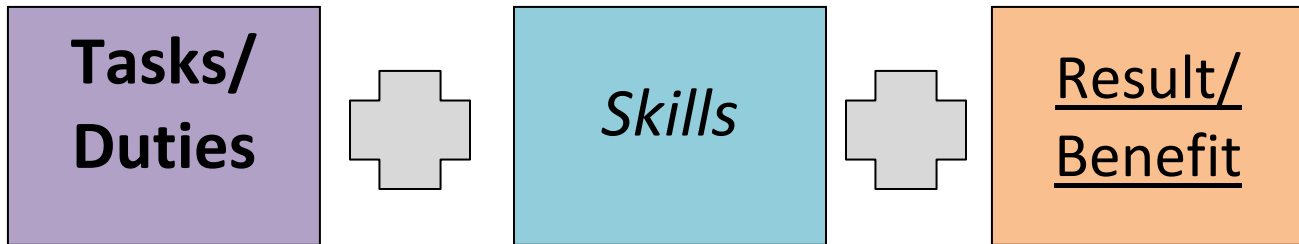


**Accomplishment Statement Formula:**



**Accomplishment Statement Examples:**

- **Answered customer inquires** in a *polite and informative manner*, ensuring a pleasant shopping experience
- *Thoroughly organized* and **updated client files to** increase appointment booking efficiency
- Improved knowledge of accounting practices by attending regular club meetings and *communicating with guest speakers*

**Accomplishments Statement Rules:**

- Focus on your skills and accomplishments, instead of just what your job duties or responsibilities were
- Ensure each statement has all 3 areas; to keep the reader interested change up the order (see example)
- Match your highlighted skills to the skills the employer is looking for; use the job posting/description
- Results/Benefits do not need to be huge accomplishments; increasing your knowledge, building your network, receiving praise from an employer, are all great examples
- If having trouble, try brainstorming in a chart first, then creating statements from there (see example)

<i>Tasks/Duties</i>	<i>Skills</i>	<i>Result/Benefit</i>
-welcome customers -arrange merchandise -complete transactions -answer questions/inquiries -address staffing issues -enter weekly sales into computer software; double-checking all entries	-communication -problem solving -leadership -efficiency -initiative -creativity -assist/help -customer service	-received promotion to team leader after 6 months -build relationships with regular clientele -provided a pleasant atmosphere for shopping -maintained office and store efficiency, even during busy times

**Example:**

- **Welcomed and assisted customers throughout their shopping visit**, including **processing payments** and *answering inquiries quickly and efficiently*, providing a pleasant shopping experience