

ACHIEVEMENT GUIDE

Use the items listed below to stimulate your thinking in assessing your accomplishments/ achievements during the course of your work experience. On a separate sheet of paper describe each in detail, make a list based on the items below. (For a greater scope, include other areas of your life, such as volunteer work or personal projects.)

- Designed and implemented
- Improved productivity
- Reduced turnover
- Recruited and trained
- Developed budgets
- Reduced time allocations
- Planned an executed moves
- Revised organization plans
- Directed engagements
- Responsible for _____
- Evaluated performance
- Minimized client complaints
- Enhanced community relations
- Improved product quality
- Set new goals and objectives
- Devised new strategies
- Staffed....
- Designed _____goals and objectives
- Organized and directed
- Recovered ____% of uncollectible receivables
- Designed new schedules
- Eliminated obsolete
- Discovered
- Planned and developed