

Greetings. I'm Kathy Hansen, and in this audio, I'm sharing examples of accomplishments stories that – for me – pass the test of quality.

We've learned that in discussing team accomplishments, we need to make our individual role on the team clear and give ourselves sufficient credit. Here's a sample that does that:

I played a key role on a team conducting marketing research for a local business. I had the strongest analytical abilities on the team, so I led team members in analyzing the data. Through my analytical skills, we discovered that the business had been targeting the wrong market all along; we were able to show the owner the market segment that the business should be targeting.

It's helpful, whenever possible, to identify accomplishments that are measurable, as in this sample:

I have doubled the size and sales levels of my client base in every position I have held, which in turn has increased the revenues and profits of my employers. I want to bring this same success to your firm.

We need to connect the dots for employers to show that our experience is relevant to the job we're targeting and to employer needs, as in this sample:

You seek someone who can bring greater systems stability to your operation. One of my most rewarding accomplishments was stabilizing a Fortune 500 company's infrastructure by examining areas where the outages were occurring. I generated buy-in to implement a preventive-maintenance schedule that proactively rebooted systems during scheduled downtimes. My plan reduced the number of high severity incidents from multiple instances a week to less than one per quarter.

Some accomplishments should show vulnerabilities and weaknesses and how we've learned from these shortcomings and overcome them, as in this sample:

I've always had a knack – an instinct – for seeing the big picture. I can review an analysis of a situation and within a short period, develop a strategy that will result in positive return for the company. What's been harder for me, though, is that I was raised in a family with poor people skills, and for many years when I first started in this business, this inability to talk to colleagues hurt my career. Luckily, when I was working for GE, I found a mentor who showed me the error of my ways and helped me get the training I needed. He flat-out told me that I would never advance beyond middle management unless I learned how to communicate with people. It was an eye-opening experience, and while I still believe my greatest strength is my knack for strategic problem-solving, I can honestly say that I am now quite good at communicating that message in a way that motivates my employees and helps move the company forward at an even more successful rate.

It's always a plus when an accomplishment story reflects our passion and personality, as in this sample.

One of my greatest strengths is that I am an excellent organizer. For example, my service organization undertook a last-minute project to raise funds to help 16 children at The Children's Home Society – to help give these underprivileged kids who came from broken homes a good holiday season. We had just a week to pull it off. I took the initiative to lead this challenge and orchestrated the event. We raised more than \$1,500 in that short period. I get goose bumps talking about it because it is one of the things of which I am most proud – I really feel like I had a positive impact on a few lives, and that is what I live for.

You can find many more samples of quality accomplishment stories in your course materials. Feel free to refer to these samples when creating your own accomplishments stories.