

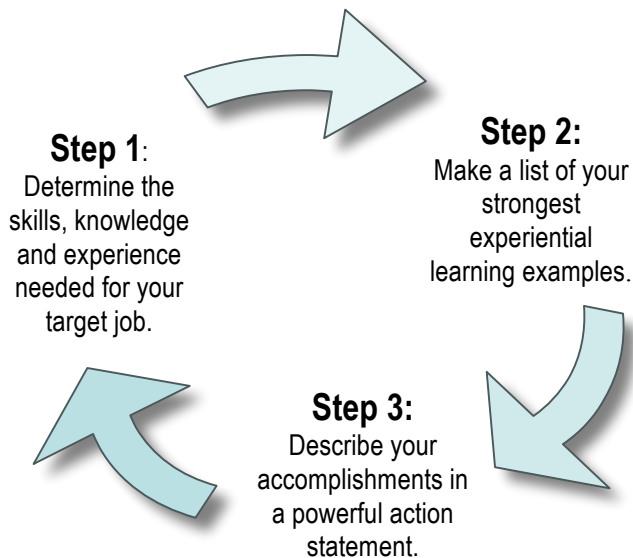
Writing an Accomplishment Driven Resume

An accomplishment driven resume focuses on *your proven history* of exceeding expectations placed on you in school, work, athletics and other endeavors related to your targeted job so that employers are not saying this about your resume:

"I'm noticing that the resumes of recently graduated students read like a list of job descriptions and I can't tell how they contributed to the position. I want to know what the candidate contributed."

~ Employer who interviews students.

Use the following three steps to show how your judgment, capabilities and work ethic led to increased responsibility and employer confidence.



TIP:

Your goal is to accurately and positively relay your accomplishments to potential employers. Take credit for your contributions. Quantify your actions whenever appropriate. Your resume is the place to showcase your talents!

Step 1: Use the job description to help you to determine what skills you want to highlight on your resume. Keep your resume focused on the skills the employer wants to see. **Warning:** Skipping this step may cause you to write a resume that does not appeal to the employer because relative experience is not easily spotted.

Step 2: List your work history along with all of the experiences where your contributions made an impact or that demonstrate critical skills relating to your targeted job. Arrange these under the job heading in bullet format beginning with the example that most closely relate to your targeted job. **Warning:** Skipping this step may cause you to leave important information off of your resume.

Step 3: Rewrite each bullet so that it has an action word at or near the start and explains how you excelled in the role. **Warning:** Steps 1 & 2 prepared you for this *most important* step. Skip this and risk having a resume that reads like a boring list of tasks instead of an informative snapshot of your capabilities.

Review for key elements: Does each point on your resume contain a Power Verb at the beginning to show what you **did**? Does it contain a concise statement about the **task** or work you did? Finally and most importantly does it contain the **results** of your contributions?

Example:

Alpha Phi Omega Service Fraternity, Lake Forest, IL

September 2010 - Present

Associate Member

- Advertised residence hall recycling drive resulting in an 80% increase in recycling materials collected.
- Co-created Marketing and Communication materials.

Lake Forest College Chess Club, Lake Forest, IL

October 2006 - June 2009

Vice President

- Lead and managed meetings of the Chess Club, ensuring all 27 members fulfilled their assigned tasks.