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Transforming job duties into accomplishments

4 steps to revamp your resumé

Perhaps you've heard that your resumé should list your accomplishments, not your duties. Unlike a list of your weekly assignments, accomplishment statements are an effective way to highlight the impressive things you've done at your past jobs. Plus, it lets employers know what you can do for them.

Transforming general job duties into accomplishments can seem difficult at first. But with these techniques, you can make your resumé shine and have your experience section singing your praises.

In this guide...

YOU'LL LEARN HOW TO TURN YOUR DUTIES INTO ACCOMPLISHMENTS

- 1 Highlight your successes**
- 2 Make a list**
- 3 Add numbers**
- 4 Identify the benefit**

1 Highlight your successes

JOB DUTIES AND ACCOMPLISHMENTS ARE NOT THE SAME THING

Simply put, a **duty** describes what you did and an **accomplishment** describes how well you did it. You want hiring managers to learn something they didn't already know while looking at your experiences. Usually, the person reading your resumé will understand what duties are associated with your job titles. Accomplishments will help you go above and beyond to paint a picture of your abilities – one that helps sell yourself.

Example:

Managed the company budget = **Job duty**

Lowered operating costs \$10,000 by reducing business travel expenses = **Accomplishment**

2 Make a list

QUESTIONS TO ASK YOURSELF WHILE REVIEWING YOUR ACCOMPLISHMENTS

Begin by compiling a list of all the things that set you apart. For each of the job titles on your resumé, ask yourself the following:



- How did I go above and beyond my normal job duties?
- Did I solve any problems?
- What distinguished my performance?
- Did I meet or exceed goals or quotas?
- Was I presented with any accolades or awards?
- Did I implement any new processes to improve things?
- Did I save my employer money?

3 Add numbers

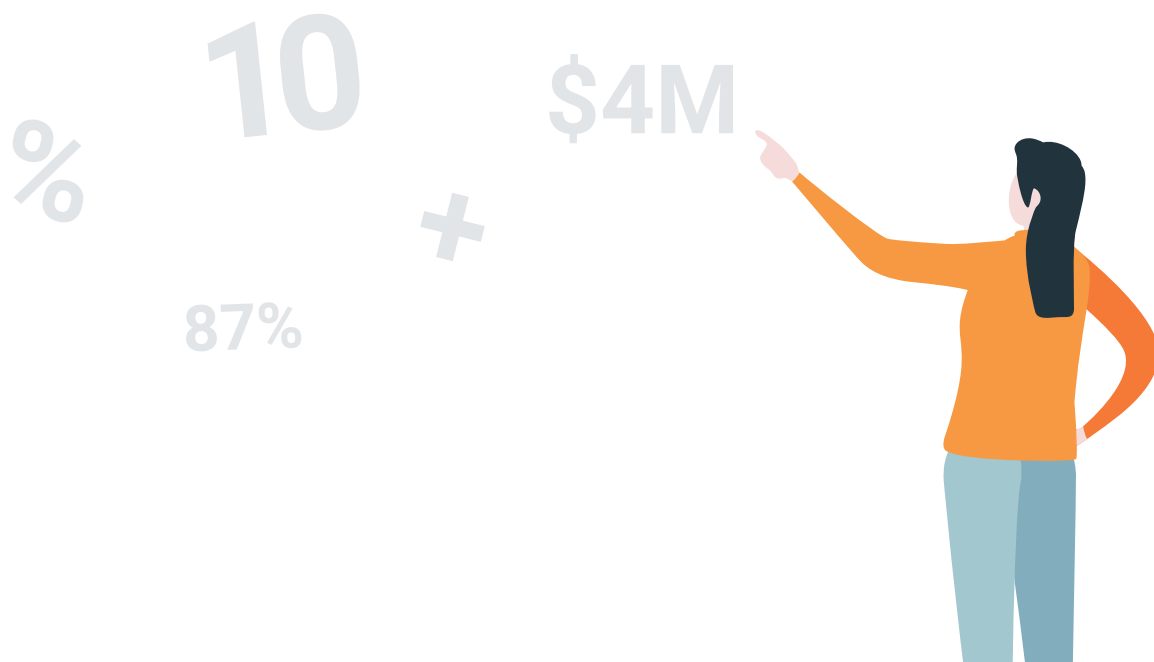
PAINT A PICTURE WITH FACTS AND FIGURES

Take your list of accomplishments and look for opportunities to add numbers. Ask yourself how many, how much, how often and by what percentage. Rather than saying you effectively managed a budget, list how much money you managed and how much you saved your employer.

Other situations where you may be able to include facts and figures include the number of people you trained or managed, the number of clients and customers you served and any percentages or rankings that have been used to measure your performance.

Examples of quantifiable accomplishments:

- Cut payroll processing time **50%** by replacing manual processes with industry-leading payroll management system
- Trained **10** sales associates on consultative sales methods, closing techniques and CRM system
- Interacted with more than **200** customers daily to complete purchases and product returns on all store merchandise
- Saved company **\$7.5M** in operating expenses by renegotiating vendor contracts



4 Identify the benefit

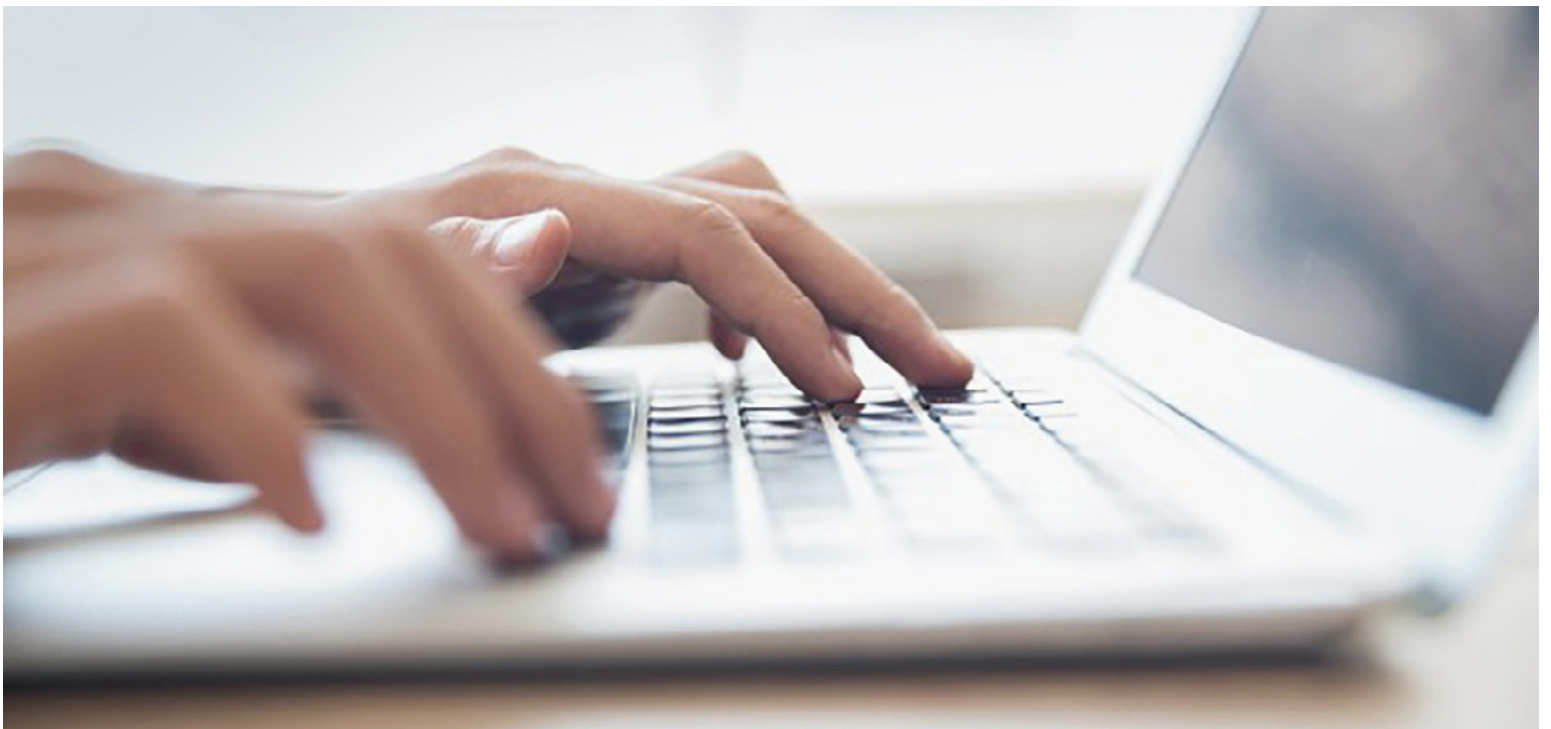
EXPLAIN HOW EACH ACCOMPLISHMENT MATTERS

Take each experience statement to the next level by sharing what the benefit was to your employer. By doing this, you clearly communicate the tangible benefits you can bring to a company.



Examples of accomplishments that communicate benefits:

- Greeted customers and offered assistance with product selection to create a positive customer experience
- Created and prepared 10 monthly status reports to ensure clients consistently received timely portfolio information
- Fostered customer loyalty by establishing a personal relationship with each guest
- Opened new restaurant location as part of a 10-person launch team selected by management to coordinate the event



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