

Questions to Ask to Create Awesome Accomplishments

To demonstrate your value to current or potential employers, it is important to highlight accomplishments. You will want to create strong accomplishment statements. These can also be included in your cover letter, resume, and LinkedIn profile. They are what you can use in an interview or in a performance review. However, articulating accomplishments can be challenging. Here are some questions to jumpstart the process.

To get warmed up or just to stir your recollection, ask yourself:

- What condition(s) have I improved while in this role?
- What processes/items have I created while in this role?
- What have I restructured?
- Has my program grown or improved?
- Has our program achieved accreditation (new programs)?
- Have we eliminated citations?
- Who do I collaborate with?
- What else?

ACTIONS

What amazing actions did you take? Did you:

1. create an infrastructure for any function(s)?
2. design and/or implement standard operating procedures?
3. develop the professional capabilities of people who were then promoted to positions of greater accountability and/or who outperformed peers?
4. add new products or streamline SKUs?
5. develop or strengthen partnerships?
6. develop a training program?
7. initiate and/or manage a major project?
8. renegotiate contracts?
9. reengineer business processes?
10. restructure organizations?
11. write or redesign job descriptions?
12. expand your presence to a new geographic territory?
13. establish quality standards?
14. institute quality review processes?
15. write an employee manual?
16. design forms or templates?
17. introduce and/or direct programs that resulted in regulatory compliance or achievement of certain industry standards?
18. implement new technology-based solutions or lead technology integrations?
19. win support from internal or external groups?
20. create a reference library or archives of key information?
21. accelerate month-end reporting?
22. equip employees for new or expanded assignments?
23. automate a process previously performed manually?
24. eliminate unnecessary or redundant processes?
25. design a business continuity plan?
26. do something else?

RESULTS

As a result of these actions, did you

1. increase service levels?
2. achieve better quality or consistency?
3. lower employee turnover?
4. reverse business losses or declining trends?
5. improve company's reputation?
6. position the company for future growth?
7. Save money?

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[Awesome Accomplishments: 50+ Questions to Ask Yourself and Figure Out What You've Done](#) by Julie Rain

