



University of Phoenix

CAREER WITH CONFIDENCE™

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  
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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**

# 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 resume 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 expenses

# 3 Add numbers

PAINT A PICTURE WITH FACTS AND FIGURES

# 4 Identify the benefit

## EXPLAIN HOW EACH ACCOMPLISHMENT MATTERS

Take each experience statement to the next level by sharing

### ☰ Examples of accomplishments that

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

& relationship with each guest

Opened new restaurant location as part of a 10-person launch team selected by management to coordinate the event



