



Identifying Accomplishments

It can be challenging to describe articulately your accomplishments, both on your resume and in person, to demonstrate effectively to an employer that you are indeed a great fit for a position!

This resource is designed to assist you in recognizing what you have done and learned from key experience you have had as an Ohio State student and then guide you through the process of outlining an impactful description of these accomplishments on your resume.

Applicable Career Communities:



Step One: The Language of the Resume - the Bullet Point Statement

Generally, descriptions of your experiences should be in an easy-to-read bullet point statement format. This is a very different style of writing than what you may be familiar with from your coursework at OSU! See the following bullet point statements for a taste of this approach:

- Received Employee of the Month award 4 times for exceptional performance
- Organized and promoted charity event through Facebook, Instagram, and Twitter to raise \$1500 for local Salvation Army
- Trained over 15 employees and overhauled and strengthened training guidelines and manual
- Created new catering tracking sheets to avoid product waste and reduce order processing time
- Demonstrate problem solving skills daily by addressing customer issues and finding effective solutions

Step Two: Personal Reflection

Sometimes life gets so busy, we keep on doing all that we're doing without taking the time to assess or make meaning of our involvements and personal and professional developments. The good news is that crafting a resume is a perfect opportunity to pause and reflect on your accomplishments! Ask yourself some broader questions such as:

“What about myself am I most proud of? Why?”

“What are my strongest skills?”

“What would my classmates, professors, coworkers or supervisors note as my strengths?”

One main goal behind asking yourself these questions is to get you to step beyond yourself and look more objectively at your accomplishments. Your daily routine can become so familiar to you, that until you consider yourself from another perspective, you miss identifying some of your own key skills and experiences – often ones highly sought after by employers – in your resume.

Want more? Connect with your Career Coach for personalized job search strategies!

@ASCareerSuccess

@ASCCareerSuccess

#ASCCareerSuccess

Career Success | 100 Denney Hall, 164 Annie & John Glenn Ave | (614) 292-6961 | asc-careersuccess.osu.edu | asccarer@osu.edu



Step Three: Get More Specific

Building off of this process of reflection and identification, the following series of questions will help you to more concretely identify specific *experiences* that have allowed you to develop and refine your skills.

1. Are you your supervisor's 'go-to' person for certain tasks? What tasks? Why do you think you are repeatedly selected to take on these responsibilities?
2. Have you been asked to train co-workers? How many and under what circumstances?
3. Have you received any recognitions, bonuses, or awards? Why do you think you received them?
4. Have you been able to save an organization time, money, or resources? How?
5. Have you exceeded any goals at an organization you were a part of? What goals and by how much?
6. Have you taken on responsibilities beyond those in your job description? What were the results?
7. Have you ever simplified a procedure that made the job easier or more cost-effective? Explain.
8. How have you increased satisfaction among customers/clients/stakeholders?
9. What projects have you led? What were the results?
10. Have you ever been made responsible for handling money or confidential material beyond those responsibilities outlined in your job description? What were the circumstances?
11. Have your peers ever chosen you to represent them? What was the outcome?
12. Have you been involved in organizing community projects? What role did you play and what was the outcome?

Step Four: Incorporate Career Readiness Competencies

Once you have more specifically identified the experiences you would like to include on your resume, be sure that you can also speak to the career readiness competencies strengthened by each accomplishment.

The career readiness competencies are:

- Oral and Written Communications
- Teamwork and Collaboration
- Leadership
- Critical Thinking and Problem Solving
- Professionalism and Productivity
- Digital Technology

Want more? Connect with your Career Coach for personalized job search strategies!

@ASCareerSuccess

@ASCCareerSuccess

#ASCCareerSuccess



- Global/Intercultural Fluency
- Career Management
- Active Citizenship and Community Engagement

These competencies are **skills that are transferable to all workplaces**. Surveys of employers recruiting on college campuses have consistently shown that candidates with these skills are actively sought out by those conducting hiring processes. Referencing these competencies will help you land more interviews for any job search target, whether you are seeking entry-level experiences such as seasonal jobs in retail or on-campus employment with dining services to a professionally-oriented internship or a first job in the your field of choice!

For even more information and activities which prompt you to recognize and articulate your career readiness competencies, please see Career Success' Are You Career Ready? tip sheet.

Step Five: Get some AIR into your Resume

What do we mean by AIR? This is an acronym you can use to remember a formula to assist you in actually writing out descriptions of your experiences into bullet point statements.

Action

Issue

Result

Once you know which experiences to discuss and skills to highlight, following this formula may help you to better organize your thoughts into a concise bullet point statement on your resume. Examples of AIR statements include:

- Developed (A) new filing system (I) that improved processing time for issuing invoices (R)
- Create (A) predictive risk assessment models (I), developing and refining experience with SPSS statistical software (R)
- Transformed a disorganized supply room (A), basing the new layout around the most frequently used items (I) and was recognized by supervisor and co-workers for organizational skills (R)
- Lead (A) committee of 8 staff members in the process of designing and implementing new policies (I) to successfully promote mental health in organization (R)

While you might not find this technique applicable as you formulate and write every single bullet point statement, do at least generally try to incorporate some indication of **why** you engaged in action related to a certain issue or area of focus in an experience. Doing so will indicate you have an understanding of why you did what you did! Employers will value that you are aware of and able to express how your actions served to advance an organization or to further your own professional development. Additionally, incorporating the outcome of your actions makes for a more interesting bullet point statement! Just block out the Results on the above statements to see how boring and flat they are without inclusion of why you did what you did!

Remember, every single bullet point statement should start with a strong action verb to capture and engage the reader's attention. For a comprehensive list of action verbs, see Career Success' Action Verbs for Resume Development resource.

Want more? Connect with your Career Coach for personalized job search strategies!

@ASCareerSuccess

@ASCCareerSuccess

#ASCCareerSuccess