

Excerpts from real-life resumes that secured an interview for the candidate

Simplified Formula for Writing an Accomplishment Statement:

Action Verb + Object + Context + Results Produced

Conducted client audits reducing client expenses an average of \$12,332 each monthly which fostered new word of mouth business resulting in 17 major new accounts.

Fostered a team environment that welcomed all suggestions without judgment resulting in a company-wide morale boost and 54% annual profit growth.

Reviewed six to ten construction projects daily and allocated labor, equipment, and financial resources proportionately to complete 98% of all projects under budget.

Doubled [XYZ's] stock price in only two years by developing new products and exploiting foreign markets.

Developed customized software for over 50 national and international clients.

Persuaded 25 travel agents to accept a 7% commission where the industry norm is 10%.

Authored five published articles in [XYZ] Magazine, which illustrated the benefits of alternative medicine.

Conducted a feasibility study for the creation of 5 new buildings in Palm Beach County, Florida.

Negotiated a sales contract with [XYZ] Inc., the largest toy distributor in the country, for 100,000 units of our new action figures.

Instructed over 1,000 K-6 students in the areas of math, science and English for over eight years.

Trained 20 senior accountants at [XYZ] Industries how to use the accounting payroll system.

Consulted with Frito-Lay and Coca Cola on the latest techniques in Total Quality Management.

Reduced the department's collection time for Accounts Receivable from an average of 35 days to 27 days in six months.

Recommended five trainees for leadership positions who, once promoted, have produced a combined 37% increase in annual profit.

Developed an Access-based application to manage employee personal expense records and to recover expense costs for an international law firm; the system enabled the recovery of an average of \$80K per year per branch in expense costs and the reduction of average expense recovery times by over 120 days.