

## Why Should Your Resume Be Accomplishment Based?

Your resume content should be accomplishment based no matter what type of resume you choose to prepare. It doesn't matter whether you decide to prepare a **chronological**, **combination**, or **functional** resume because the focus should be on your **accomplishments** in terms of how they fit the job you are applying for.

When you include the specific accomplishments that are relevant to the job, the chances of an interview increase significantly. With companies receiving so many applications for each open position, they don't have time to spend any time on resumes that fail to make it clear the person is **extraordinarily** qualified. In other words, employers are not going to go out of their way to decide who might be a good employee. *They simply don't have time!* Take a look at the article: *"How to Create an Attractive Resume"* for more helpful tips.

### *Match the Accomplishments to Job Responsibilities*

One of the best ways to show your **experience** and **competence** is by describing your accomplishments. But we are not talking about simply listing your accomplishments one by one without regard for the job requirements. You need to match your accomplishments to the actual responsibilities of the job as outlined in the job description.

This is probably one of the greatest weaknesses found on resumes. Accomplishments are not simply a laundry list of skills you have developed. Accomplishments should show **skills** and **specific results** or **achievements** that help the reader understand what you can help accomplish in the new position.

For example, if you are applying for a Restaurant Manager position, you would indicate the skills that could include hiring and training staff and managing food and liquor inventory. But you would also mention results such as built a strong banquet business from scratch or managed the makeover of a family restaurant into an upscale steak house. The results should also be backed up with measurable results and that will impress the employer.

### *Concrete Evidence*

A powerful resume is one that gives concrete evidence that you not only have certain skills but that you have applied those skills in real-life settings and achieved successes. Accomplishments should stand out by focusing on activities like the following.

- How money was made
- How money was saved
- Time savings
- How work was made easier
- Solution to a specific problem
- How competitive position was improved
- Business expansion
- Built relationships with customers, vendors and the public
- Attracted new customers
- Increased retention of existing customers
- New product developed
- Cut overhead

- Improved record keeping which increased profitability
- Effective budget development

Accomplishments may be expressed in terms of numbers like:

- Dollars (Money saved or money gained)
- Amount of time
- Size of business
- Percentage of existing customers retained

But you can also report accomplishments that are measurable in other ways such as improved customer or business relations.

### *Accomplishments into Competencies*

Your accomplishments translate into competencies. These competencies include on-the-job skills and abilities. They also include personal characteristics that make you an ideal candidate for the job such as the ability to motivate staff making it possible to achieve a 10% sales growth. The key is to report the accomplishments that prove you can successfully manage the position you are applying for and will make an ideal staff member.

Learn about the different resume formats in the article: **“Which Basic Resume Style is Right for you?”**

*The writers at Regal Resumes are also Human Resources Professionals and are experts at highlighting individual's career accomplishments. To see our resume packages and learn more about how we can assist you in your job search check out our services page.*