

What Have You Accomplished?

The purpose of your CV and cover letters should be to highlight your accomplishments. This worksheet will help you review each of your job experiences and your major accomplishments in that position. Use action words to describe your accomplishments and write them out in complete sentences.

Employer 1:	Job Title:
Employer 2:	Job Title:
Employer 3:	Job Title:
Employer 4:	Job Title:

ACTION WORDS

Administered	Conducted	Distributed	Hired	Marketed	Recorded
Advised	Constructed	Drafted	Identified	Monitored	Recruited
Analyzed	Consulted	Edited	Implemented	Motivated	Revised
Assembled	Contracted	Educated	Improved	Negotiated	Served
Assisted	Coordinated	Established	Increased	Operated	Supervised
Calculated	Copied	Evaluated	Influenced	Organized	Taught
Catalogued	Created	Examined	Informed	Persuaded	Used
Chaired	Defined	Executed	Initiated	Prepared	Wrote
Changed	Delegated	Explained	Interviewed	Presented	
Collaborated	Demonstrated	Facilitated	Investigated	Programmed	
Compiled	Designed	Handled	Maintained	Proposed	
Completed	Directed	Helped	Managed	Publicized	