

**Your Accomplishment Statement**

Thinking through what you have done in the past enables you to identify your strengths and contributions to your potential employer. Creating your unique accomplishment statement allows you to develop a good CV and to think through this before your interview and formulate statements early boosting your confidence and helping you come off more well-spoken during the interview.

The goal of an accomplishment statement is to identify special skills or abilities that set you apart from the competition. Your added value shows that you bring much more to the role than what is merely expected.

These are statements that respond to the question “What did I do in past settings that made a difference to my employer/community/family/school etc.?” and these statements are created by focusing on your **C**hallenge, **A**ction and **R**esult (**CAR**).

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| **Key Action Word**  | **Describe what you did**  | **What was the result of your actions?**  | **How did you do it?**  |
| Developed  |  |   |  |
| Led |  |  |  |
| Launched |  |  |  |
|  Facilitated |   |   |   |
|   |   |   |   |
|   |    |   |   |

**How do you strengthen your Accomplishment Statement?**

Quantify. Quantify. Quantify.

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| **Say it with Numbers**  |
|  \_\_\_\_\_\_\_\_\_ (#) years of experience in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  |
|  Won \_\_\_\_\_\_\_\_\_\_\_\_ awards for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  |
| Led a team of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(#).  |

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| **Say it with Percentages**  |
| Excellent \_\_\_\_\_\_\_\_\_\_\_\_ (your top proficiency) skills, which resulted in \_\_\_\_\_\_% increase/decrease in \_\_\_\_\_\_\_\_\_\_\_(sales, revenues, profits, clients, expenses, costs, charges).  |
|  Eliminated \_\_\_\_\_\_\_\_\_\_\_\_\_ (an industry problem), increasing productivity by \_\_\_\_\_%.  |

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| **Say it with Currency Amounts**  |
|  Averaged \_\_\_\_\_\_\_ (Rwf) in sales per month.  |
| Reduced cost of \_\_\_\_\_\_\_\_\_ (substantial service) by developing and implementing a new \_\_\_\_\_\_\_\_\_\_system at the bargain price of \_\_\_\_\_ (Rwf).  |
| Implemented new \_\_\_\_\_\_\_\_\_\_\_\_\_program, saving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rwf) daily/weekly/monthly/annually.  |