Accomplishments vs. Job Descriptions

Focus on scope and results when describing jobs, internships, volunteer work, and extracurricular activity:

**Scope:** How big was the project you worked on?

- How many numbers did you enter into the database?
- How many press releases did you write?
- How many people received the newsletter you edited?
- How many computers were you responsible for in the lab?
- How much inventory did you stock?
- How many people attended the event you planned?

**Results:** What happened as a result of your actions?

- What did they use the database for?
- What publications picked up your press releases?
- How many donations did you get from your newsletter?
- Did you diminish the wait time for computer help at the lab?
- Did the amount of inventory you handled increase over your term of employment?
- Was it the largest event in your organization’s history?

**EXAMPLES:**

**Before:** Worked with businesses to carry out United Way fundraising goals

**After:** Partnered with more than 20 area businesses to raise $15K for United Way, exceeding fundraising goals by 5%.

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**Before:** Helped accountants with various public accounting projects

**After:** Assisted accountants auditing $55K in A/R for company’s largest client.

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**Before:** Developed marketing plans to promote campus concert series

**After:** Developed fully integrated marketing campaign distributed to 10K students, resulting in 5% increase in concert attendance

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