

Questions to Ask Yourself When Creating Accomplishment Statements:

Use the following questions to reflect on your past positions & what you achieved in each one.

- Did the work you performed positively impact the organization as a whole? If so, how?
- Did you make any significant clinical accomplishments that made an impact on your unit or organization?
- Who, or how many people, will ultimately benefit from your work?
- Did you identify any problems or challenges?
- Did you resolve or minimize any problems?
- Did you discover and take advantage of any opportunities?
- Did you target a need for a product, service, plan, program, system, method, procedure, or technique?
- Did you reduce costs, waste, time, or effort?
- Did you produce reports whose recommendations were well received by senior management, and whose suggestions were incorporated into their strategic planning?
- Did you reduce the liability for the organization by suggesting safety improvement?
- Did you create any original works: reports, guides, manuals, proposals?
- Did you develop or design a new program, plan, service, product, process, project, system, method, or strategy?
- Did you improve (redesign, streamline or reorganize), administer, or implement any projects, plans, programs, processes, services, or products?
- Did you make any recommendations that saved money, made money, increased efficiency or productivity?
- Did you improve customer satisfaction or service?
- Did you train, coach, or mentor team members, patients, or families?
- Did you complete deadlines ahead of time?