

# SHOW WHAT YOU KNOW

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## Accomplishment-Based Resume

An accomplishment-based resume sets a different tone than the traditional resume. It indicates that you have contributed to results and/or changes to the workplace. It gives the employer an idea of your activities and abilities on the job.



### Focus On Your Successes:

- Accomplished
- Built
- Coordinated
- Developed
- Established
- Facilitated
- Formulated
- Generated
- Implemented
- Launched
- Managed
- Maintained
- Negotiated
- Organized
- Oversaw
- Published
- Represented
- Supervised



**QUANTIFY:** Provide statistics and numbers to give employers a clear picture of what you accomplished.



Created and prepared 20 weekly and monthly status reports to ensure clients consistently received timely and complete information

Managed switchboard with 10 incoming lines, effectively receiving and routing an average of 500 calls per day

## Don't Just List Your Duties & Responsibilities: Sell Yourself



### Task-Based



- Baked products for the store daily
- Cleaned dishes
- Received orders

VS

### Accomplishment-Based

- Baked products for the store daily, ensuring quality met customer's expectations
- Maintained a clean, organized working space while adhering to health and safety standards
- Received orders in a timely, efficient manner to ensure products were organized and ready to sell

Visit [careers.humber.ca](http://careers.humber.ca) to find more information under *Career Resources*.

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Academic & Career Success Centre,  
Learning Resource Commons, First Floor  
416-675-6622 ext. 5030  
[careers.humber.ca](http://careers.humber.ca)

LAKESHORE CAMPUS  
Academic & Career Success Centre,  
Student Welcome & Resource Centre, First Floor  
416-675-6622 ext. 5028  
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