

Describing the results of your achievements

Describing results that make you shine

Describing the results of your achievements makes it easy for an employer to see what skills you will bring to the job. Whether it is in your CV, cover letter or in an interview, giving good examples of where you have achieved a result and the skills you used to achieve it will help you stand out from the crowd.

When listing your key strengths and outlining your work achievements, remember to choose results that are relevant for the particular role and to show the skills that an employer is looking for.

Examples of how to start your achievement statements include:

Improved systems	Increased Awareness
Reduced rejections	Increased return on investment
Improved training	Developed new products
Increased sales	Developed plans
Increased earnings	Reduced risk
Devised methods	Increased productivity
Reduced wastage	Eliminated unnecessary procedures
Increased inventory turns	Reduced turnover
Enhanced Profitability	Increased return on investment
Reduced capital investment	Improved morale
Reduced downtime	Raised efficiencies
Saved time	Reduced costs

After the start, you can link to the skills that you used to achieve the result using the words “by” or “through” – for example, “Reduced wastage of paper in the workplace by 15% through designing and assessing current practice and effectively facilitating a team workshop looking at opportunities to conserve resources”.

For further information on defining your skills contact the Career and Employment Service:
<http://careers.massey.ac.nz>