

Career Achievements and Key Skills

Achievements

Please write 10-15 PAR statements significant achievements you have accomplished in your professional and/or personal life, indicating your age at the time of the achievement.

An effective way to generate Accomplishment statements is to use PARs.

P stands for... the problem or challenge you faced.

A stands for... the action you took to resolve the problem.

R stands for... the result or outcome of your actions.

Write PAR statements for each of your previous positions. Then, from each PAR statement, write your Accomplishment statement using portions of the “Action” and the “Result.”

	Achievements	Age
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

12		
13		
14		
15		



Key Skills	Achievements												Frequency Total
	1	2	3	4	5	6	7	8	9	10	11	12	
Administered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Analyzed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assembled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Briefed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Budgeted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conceptualized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Controlled the Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coordinated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Designed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diagnosed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Directed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economized/Saved \$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Established Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Established Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Established System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Figured/Calculated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiated Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instructed/Trained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Invented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Led People	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managed Things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mechanical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Modified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Negotiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Perceived Idea/Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Persuaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Produced Item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Program Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promoted Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Researched	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sold/Marketed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spoke in Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Taught/Lectured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Troubleshoot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wrote/Published	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PAR

Power Statement, Action Taken, Results

Power Statement (Achievement/Accomplishment)

(What was accomplished and for whom)

For example: Developed and implemented a strategic sales plan for a regional telecommunications company.

Action Taken

(Steps taken to realize the Power Statement)

- Analyzed the current presentation and related materials
- Researched the marketplace for additional options
- Created / wrote a new presentation
- Trained staff on its use
- Monitored the results and made adjustments if needed

Results

(Quantify – in dollars or percentages)

(Qualify – increased, decreased, maximized, improved)

New presentation saved salesmen 1 hour per sales call, increased closing by 20%, reduced learning curve by 30 days and contributed to the company's overall growth.

Examples

Power Statement: *Defined, managed, and supported mission critical middle and back office retail banking applications at a major financial institution.*

Action Taken

- Collaborated with senior management to define technology and process initiatives necessary to support the business's growth and profitability objectives
- Focused on systems and operational integration, automation, process reengineering and product development.
- Managed fifteen member department consisting of project managers, business / systems analysts, and developers.
- Planned and prioritized project team and individual associate responsibilities
- Managed career development and training of associates; reviewed department's skill sets to evaluate training and / or hiring needs; conducted performance evaluations and interviews

Results: **Implemented middle and back office banking solutions used to manage a 638,000 account base with \$12.5B in assets. Defined solutions that supported the organization's rapid account growth (four year compounded annual growth rate > 60%) and extension into new product lines.**

Power Statement: *Managed an inter-departmental team to develop and implement a plan to reduce accounts receivable aging for national accounts.*

Action Taken

- Assigned team members and held face to face meeting for introductions.
- Identified areas for improvement and made team assignments.
- Established a time line and set goals for improvement.
- Provided weekly status to departmental management.
- Communicated plan and time line to affected customers.

Results: **Reduced the over 60 day accounts receivables by 30% within the first 30 days. Reduced the over 60 day accounts receivables by 75% within 120 days and the over 90 day to near zero.**

Power Statement: *Analyzed, identified and implemented pricing decision processes and comprehensive pricing adjustments for a \$3 billion transportation services provider*

Action Taken

- Established decision-making processes and policies to promote greater accountability
- Gathered, analyzed and benchmarked competitive pricing information
- Modeled the financial impact of pricing changes for over three dozen decision variables
- Analyzed revenue trends in various segments of the business to identify opportunities for offensive and defense sales strategies
- Collaborated with field sales teams throughout North America to identify opportunities for profitable price adjustments in light of value perceptions and competitive gaps
- Packaged the collective analysis into a recommendation and presented to senior management

Results: **\$60 to \$100 million profit improvement (depending on market conditions) after instituting annual rate adjustments on \$1.4 billion in non-contractual business; 4.4% average annual customer-negotiated rate increases (versus 1.9% increase across prior five years) on approximately \$1.5 billion in annual contractual business**

Power Statement: *Trained and instructed 60 plus Naval ROTC college students who aspired to be promoted as an officer within the military upon receiving their diplomas.*

Action Taken

- Developed a mentorship program teaching time management skills.
- Identified and implemented quality control measures streamlining organizational process.
- Created a fitness enhancement program that increased overall physical fitness.
- Developed and executed a summer training schedule which enhanced midshipmen's skill set knowledge.

Results: **Grade Point Averages were increased by 30% resulting in an increase in scholarships for continuing students. The program was ranked in the top 10% in the nation for physical fitness. For the first time in 5 years, all 400 participants completed training.**

Re-write one achievement in the PAR format below:

Power Statement:

Action Taken

-

-

-

-

-

Results:

Exercises

- Finish filling out the table of Key Skills/Achievements (**Page 12**) for your remaining achievements, and count the total frequency of each Key Skill in the appropriate column.
- Find 6-8 job postings (either from the newspaper, the internet, or any other source), keeping in mind that you will be trying to identify Key Skills based on the wording of the ad. What Key Skills drew you to that ad? Print a copy, and highlight the Key Skill on each ad.
- Write 3 new achievements (not those you have already documented on Page 6) using the PAR format provided on the next page.

Power Statement:

Action Taken

-
-
-
-
-

Results:

Power Statement:

Action Taken

-
-
-
-
-

Results:

Power Statement:

Action Taken

-
-
-
-
-

Results:

Exercise

Place a checkmark next to each Key Skill from the table of Key Skills/Achievements (on page 12) that you used at least 8 times.

- | | |
|---|--|
| <input type="checkbox"/> Administered | <input type="checkbox"/> Mechanical Skills |
| <input type="checkbox"/> Analyzed | <input type="checkbox"/> Modified |
| <input type="checkbox"/> Assembled | <input type="checkbox"/> Monitored |
| <input type="checkbox"/> Briefed | <input type="checkbox"/> Negotiated |
| <input type="checkbox"/> Budgeted | <input type="checkbox"/> Observed |
| <input type="checkbox"/> Conceptualized | <input type="checkbox"/> Operated |
| <input type="checkbox"/> Controlled the Event | <input type="checkbox"/> Organized |
| <input type="checkbox"/> Coordinated | <input type="checkbox"/> Perceived Idea/Plan |
| <input type="checkbox"/> Designed | <input type="checkbox"/> Persuaded |
| <input type="checkbox"/> Diagnosed | <input type="checkbox"/> Physical Skills |
| <input type="checkbox"/> Directed | <input type="checkbox"/> Planned |
| <input type="checkbox"/> Economized/Saved \$ | <input type="checkbox"/> Produced Item |
| <input type="checkbox"/> Established Policy | <input type="checkbox"/> Program Computer |
| <input type="checkbox"/> Established Procedures | <input type="checkbox"/> Promoted Program |
| <input type="checkbox"/> Established System | <input type="checkbox"/> Researched |
| <input type="checkbox"/> Evaluated | <input type="checkbox"/> Scheduled |
| <input type="checkbox"/> Figured/Calculated | <input type="checkbox"/> Sold/Marketed |
| <input type="checkbox"/> Initiated Action | <input type="checkbox"/> Spoke in Public |
| <input type="checkbox"/> Instructed/Trained | <input type="checkbox"/> Supervised |
| <input type="checkbox"/> Invented | <input type="checkbox"/> Taught/Lectured |
| <input type="checkbox"/> Led People | <input type="checkbox"/> Troubleshoot |
| <input type="checkbox"/> Managed Things | <input type="checkbox"/> Wrote/Published |

From the checked Key Skills above, select 6-8 Key Skills you are most interested in using, enjoy doing, and you believe to be important to your future success.

Determining Your Key Skills

Key Skills – Your Top 6 (you and your advisor will determine)

Key Skills from Key Skills/Achievements Table – Advisor’s Review

Key Skills from Job Ads

Key Skills from Exercise

Exercise

Write 2 achievements in PAR format for each of the Key Skills (Your Top 6) you have identified in the space provided on the following pages.

Key Skill 1:

Power Statement 1:

Action Taken

-
-
-
-
-

Results:

Power Statement 2:

Action Taken

-
-
-
-
-

Results:

Key Skill 2:

Power Statement 1:

Action Taken

-
-
-
-
-

Results:

Power Statement 2:

Action Taken

-
-
-
-
-

Results:

Key Skill 3:

Power Statement 1:

Action Taken

-
-
-
-
-

Results:

Power Statement 2:

Action Taken

-
-
-
-
-

Results:

Key Skill 4:

Power Statement 1:

Action Taken

-
-
-
-
-

Results:

Power Statement 2:

Action Taken

-
-
-
-
-

Results:

Key Skill 5:

Power Statement 1:

Action Taken

-
-
-
-
-

Results:

Power Statement 2:

Action Taken

-
-
-
-
-

Results:

Key Skill 6:

Power Statement 1:

Action Taken

-
-
-
-
-

Results:

Power Statement 2:

Action Taken

-
-
-
-
-

Results:

