Accomplishments

Rule 1: Think need/benefit linkage. The first part of the accomplishment alludes to the need where the second portion defines the benefit derived.

Rule 2: Use this form. Perform-**ed** such and such**,** result-**ing** in such and such with metrics if possible.

Rule 3: Use 10 to 12 pitch font with standard margins.

Rule 4: Accomplishment must be two lines in length, no more no less. If an accomplishment is only one line it is too insignificant. If it takes more than two lines to describe, it is more than one accomplishment.

Rule 5: Avoid use of definite and indefinite articles.

Rule 6: Use words that sizzle. Use strong verbs that describe the work performed and ongoing affect.

Rule 7: Do not confuse cause and effect. As an example consider these two accomplishments:

   3. Produced prototype of new technically advanced products, facilitating completion of deliverable systems for prominent client programs.

   3. Provided design, test, and verification of new technically advanced products, facilitating completion of deliverable systems for prominent client programs.

   The first accomplish above confuses cause with the effect. The use of word "Produced" is the effect of the causes "design, test, and verification". The first one begs explanation of what occurred. The second is explicit.

Rule 8: Avoid using "resulting in". Find another way of expanding the meaning of the benefit.

Here are some examples:

   1. Conceiv**ed** and developed low-cost sales mechanism for not-for-profit organizations**,** successfully support**ing** several national sales campaigns.

   2. Devis**ed** and implemented bidding/estimator for contractual work, instrumental in winn**ing** several profitable contracts, establish**ing** business relationship and prospects of future work.

   3. Provid**ed** design, test, and verification of new technically advanced products, facilitat**ing** the completion of deliverable systems for prominent client programs.