

## Accomplishments

Accomplishments show how you have gone *above and beyond* professionally or academically. They are measurable, and should reflect the kind of worker or student you are.

Accomplishments can be hard to identify. You may have to dig deep for accomplishments. Look at your class activities and participation to help you develop statements. You may also try asking a teacher, counselor, or employer to name your top five attributes from their point of view. This is helpful because they may have a much easier time recognizing your value than you.

Use *Action Verbs* to describe your experience and accomplishments. Action verbs make what you have done sound even more impressive. Use a different action verb or phrase for each statement on your resume:

- Skills USA Regional Competition – **3<sup>rd</sup> place winner** 2013  
Romeo High School, Romeo, MI.
- **Selected by instructor** to participate in annual Future Farmers of America Competition - 2012
- **Appointed full responsibility** by Auto Collision Instructor to oversee special auto competition project – 2012
- **Chair-person of** the L’Anse Creuse Public Schools “Go Green!” Club 2013
- **Member of** L’Anse Creuse High School Band, 2012-Present
- **Earned** the *Perfect Attendance Award*, Frederick V. Pankow Center - 2013
- **Consistently maintained** a GPA of 4.0 and Honor Roll status- New Haven High School, 2011-Present
- **Varsity Soccer Team Captain**, L’Anse Creuse High School North, 2012-Present
- Cross Country Regional Event, Second Place **Winner** - 2012
- **Active member** of Saint Anthony Church Choir, 2012 – Present
- National Technical Honor Society **Treasurer**- 2012-Present
- **Participated in** annual Mac & Ray’s Harbor, Christmas for Kids fundraising event by serving guests Duchess Potatoes and Green Beans Almondine – 2012-2012.
- **Awarded Regional Finalist** for Business Professionals of America - 2013

## Volunteer Service

**Volunteer service could be used under the “EXPERIENCE” section of the resume if you do not have any formal working experience. If a volunteer work section is used, it should be indicated. A “volunteer work” section is typically only included if it is relevant to the job, or if you have no work history.**

**The writing format should always be consistent. Like the employment history, volunteer service should include the organization’s official title, the city and state in which you performed the service, the month and/or year you began and ended; and 1-3 positive “action verb” statements which summarize what your duties were or how you contributed to the organization.**

**Include your high school community service experience, or any special class projects you may have been involved in. What task did you specifically perform? Answer these four questions: *who, what, where, when?***

Relay for Life, American Cancer Society - Harrison Township, MI  
Event Volunteer, 2012-2013

- Provided first aid kit, insect repellent, sunscreen, and refreshments as required.
- Contributed to a safe environment for volunteers, staff and guests.
- Assisted in candle lighting event and other special projects as assigned.

Harrison Township Fire Department Annual Pancake Breakfast, Harrison Township, MI 2013

- Prepared and served breakfast to community guests and participants.
- Responsible for cleanliness and maintenance of restroom and dining area.
- Worked assigned shifts at check-in and concession stands.

Big Brothers/Big Sisters – St.Clair Shores, MI  
July, 2013

- Monitored youth during outdoor activities.
- Tutored children age 8-13 and assisted with homework assignments.
- Chaperoned and participated in group activities and field trips.

St. John’s Medical Facility, Mt. Clemens, MI  
September 2013

- Assisted in discharging patients from urgent care on Saturdays and Sundays.
- Provided directional assistance to patients and escorted them through the hospital.
- Performed administrative paperwork as assigned.
- Awarded Volunteer of the Month for two consecutive summers, 2012-2013