

Writing Accomplishment Statements

Dull Statements	High Impact Statements
Scheduled conferences and made travel arrangements	Coordinated conference scheduling, bookings, travel and accommodations for ten managers
Contributed to making the group much more efficient	Increased group efficiency as measured by time and quantity parameters by 35%
Put on training sessions for managers and supervisors	Conducted leadership training seminars for over 50 management level staff members
Hired and trained six new installers between 2004 and 2006. One left.	Recruited, trained and motivated six installers between 2004 and 2006. Five continue to excel.