

Quantifying Your Results/Accomplishments

Examples:

- Wrote 15 articles in a three-week period under daily deadlines.
- Researched and recommended a green initiative, reducing the office supply budget for paper by 15 percent.
- Drafted prospect letter that has brought in more than \$2500 in donations to date.
- Managed a student organization budget of more than \$2,000.
- Assisted with twice-monthly payroll activities, ensuring that employees were paid accurately and on time.
- Attended basketball games, interviewed players and coaches after, and composed 750-word articles by an 11 p.m. deadline.
- Recruited 25 members for a new student environmental organization.
- Introduced 17 student service-improvement proposals as residence hall representative for student government.
- Exceeded sales goals by an average of 10 percent; rated highest in sales of all part-time employees
- Committed 8 hours per week to community service activities.
- Presented use of social networking sites as a form of marketing to senior staff members, increased student participation at events by an average of 20 percent.