EA Accomplishment Builder

Turn your day-to-day work into resume bullets that prove impact.

Use this worksheet to capture wins, add numbers, and convert your stories into strong resume statements.

1) The Bullet Formula

Use this structure:

> **Action + What you did + Scale + Result (number) + Tool/Stakeholder (optional)**

Example:

Streamlined monthly expense reconciliation for 6 leaders by building a standardized audit checklist, reducing error corrections by 25% and cutting closeout time by 3 hours per month.

2) Your Metrics Menu

Pick 1 to 2 metrics per bullet. If you do not have exact data, use a careful estimate and label it as an estimate during interviews.

Time

- Minutes saved per meeting
- Hours saved per week
- Cycle time reduced (request to completion)
- Turnaround time for approvals

Cost

- Vendor savings or avoided fees
- Travel cost per trip reduced
- Overtime reduced
- Budget variance improved

Accuracy and quality

- Error rate reduced
- Rework reduced
- Compliance steps added
- SLA met more consistently

Capacity and throughput

- More meetings supported per week
- More requests handled per day
- More leaders supported
- More events shipped per quarter

Stakeholder experience

- Satisfaction score
- Fewer escalations
- Faster response time
- Fewer scheduling conflicts

3) Win Inventory

List recent wins. Think: problems you solved, processes you improved, mistakes you prevented, and chaos you calmed.

Wins to capture (check any that apply):

☐ Calendar and meeting efficiency

☐ Travel planning and cost control

☐ Expenses, purchasing, invoicing

☐ Executive communications and follow-up

☐ Cross-functional coordination

☐ Events and offsites

☐ Process documentation and SOPs

☐ Tools, templates, automation, AI

☐ Onboarding, training, knowledge management

☐ Risk reduction and confidentiality

My top 10 wins from the past 6 to 12 months:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

4) Add the Numbers

For each win, answer these prompts.

- What was the problem or pain point?
- Who was impacted (leaders, teams, customers, vendors)? How many?
- What was the volume (meetings, invoices, requests, events) per week or month?
- What changed after your solution (time, cost, errors, speed, experience)?
- What tools did you use (Outlook, Excel, Teams, Slack, Asana, Concur, SAP, AI tools)?

Pick 3 wins and quantify them:

Win #1

What I did:

_____

_____

Scale (how many people, meetings, dollars, or requests):

_____

_____

Result (what improved, by how much, and over what time period):

_____

_____

Proof source (email, report, calendar data, expense system, dashboard, feedback):

_____

Win #2

What I did:

_____

_____

Scale (how many people, meetings, dollars, or requests):

_____

_____

Result (what improved, by how much, and over what time period):

_____

_____

Proof source (email, report, calendar data, expense system, dashboard, feedback):

_____

Win #3

What I did:

_____

_____

Scale (how many people, meetings, dollars, or requests):

_____

Result (what improved, by how much, and over what time period):

_____

_____

Proof source (email, report, calendar data, expense system, dashboard, feedback):

_____

5) STAR Story to Resume Bullet Converter

Use this to create interview-ready bullets.

01
_____

S (Situation)

_____

_____

02
_____

T (Task)

_____

_____

03
_____

A (Action)

_____

_____

04
_____

R (Result)

_____

_____

> 🗒 **Now write the resume bullet (one to two lines):**
>
> _____
>
> _____

6) A 14-Day Win Tracker

For the next two workweeks, jot down wins while they are fresh.

1

Day 1

Wins and outcomes:

_____

_____

Numbers I can capture later:

_____

2

Day 2

Wins and outcomes:

_____

_____

Numbers I can capture later:

_____

3

Day 3

Wins and outcomes:

_____

_____

Numbers I can capture later:

_____

4

Day 4

Wins and outcomes:

_____

_____

Numbers I can capture later:

6) A 14-Day Win Tracker (continued)

1

Day 6

Wins and outcomes:

_____

_____

Numbers I can capture later:

_____

2

Day 7

Wins and outcomes:

_____

_____

Numbers I can capture later:

_____

3

Day 8

Wins and outcomes:

_____

_____

Numbers I can capture later:

_____

4

Day 9

Wins and outcomes:

_____

_____

Numbers I can capture later:

_____

6) A 14-Day Win Tracker (continued)

1

Day 11

Wins and outcomes:

_____

_____

Numbers I can capture later:

_____

2

Day 12

Wins and outcomes:

_____

_____

Numbers I can capture later:

_____

3

Day 13

Wins and outcomes:

_____

_____

Numbers I can capture later:

_____

4

Day 14

Wins and outcomes:

_____

_____

Numbers I can capture later:

_____

7) Example Bullets You Can Adapt

Replace brackets with your details.

- Reduced scheduling conflicts for [X leaders] by building a [system/template], cutting reschedules by [X%] over [time period].

- Improved meeting preparation by creating a [briefing packet/process], decreasing follow-up questions by [X%] and shortening meetings by [X minutes].

- Cut monthly expense reconciliation time by [X hours] by standardizing [workflow], reducing corrections by [X%].

- Managed [X]-person offsite with [budget], negotiating vendor terms that saved [$X] while meeting all compliance requirements.

- Created an onboarding playbook for [team/role], reducing ramp time from [X weeks] to [X weeks] and improving consistency across locations.

- Built an executive communications tracker in [tool], increasing on-time follow-ups from [X%] to [X%] and improving stakeholder satisfaction.

Notes and next steps:

_____

_____

_____

_____

_____

_____