



Presenting your achievements on your resume

Your key accomplishments are substantive evidence of your leadership and management effectiveness. The achievements section or sections provide the opportunity to clearly demonstrate that you have the capacity to do the job successfully and you have the specific skills and abilities sought by the district.

Whether you chose to list them in one or multiple sections, you should consider them collectively as the most important aspect of the entire application package. They should be a key feature, prominently positioned near the top of the first page, with an emphasis on those that are most noteworthy.

Take time to consider the skills and expertise generally required for the position and the specific needs identified in the district's recruiting documents. Then thoughtfully reflect on your own accomplishments to generate a list accurately portraying your abilities and successes.

Not only should you list major achievements, you should include other significant and relevant accomplishments. Be sure to substantiate that

you have the ability to plan, design and lead initiatives and point out what you have done to improve academic performance. Underscore increases in scores on state and national assessments, improvements in teacher engagement and student attendance, and evidence of stakeholder involvement and support. Keep in mind that most boards are looking for the ability to collaborate with colleagues and staff, involve community, and generally interact successfully with others.

Great care should be taken to articulate them all clearly and accurately. Careless phrasing, exaggerations, or overly broad generalizations risk damaging your credibility if they are discovered and interpreted as deliberately misleading.

Emphasizing those accomplishments that establish you possess the qualities and expertise the board is seeking should be a priority. Not only will you convey that you are a good fit for the organization, the savvy readers will realize that you've done your homework and you understand their needs.

Key Achievements

One approach used to distinguish select achievements for their significance and relevance to the needs of the target district is to emphasize them in a separate section, usually titled ". A variety of titles have been used, including Achievement Highlights, Career Highlights and Special Achievements. If you include a Career Objective or Profile Statement, this section is best positioned directly below.

Often these special listings include a bit more detail to underscore and clarify their significance. P.A.R. is an acronym for a simple but effective format. It stands for 1) Problem, 2) Action, and 3) Result. Begin by defining the need, follow with a description of your strategy, and end with the results.

Example

*In response to a significant decrease in state funding making it necessary to reduce the budget by \$xxxxx (**the problem**), assembled and chaired a special committee representing all stakeholders to analyze the expenditures in all departments and identify 100% of the necessary reductions (**Action**) to successfully balance the budget with 100% unanimous agreement of members (**Result**).*

Definitive Headings

Add interest and emphasis to the layout and presentation by grouping similar items under their own headings, for example:

- Illustrating your visibility and involvement in the community, including any offices or positions held in community-based clubs and organizations under “Community Involvement;;
- Noting your relevant awards, honors or recognitions, and any experiences that make you stand out as an applicant under “Awards and Recognitions”; and
- Listing special training or participation in programs that enhance the breadth of your background and expertise under “Unique Preparation”.
- Including books and articles you’ve authored, professional presentations you’ve made, and classes you’ve taught under “Publications, Lectures, and Presentations”.