****

**Sample Accomplishments List© Request**

Summer 2017

Please assemble a list of your most significant accomplishments that best reflects your track record, experience and writing. We have found this to be a relevant complement to candidates’ resumes, and our clients appreciate the additional information.

Please expand on your role/contribution for 3-5 accomplishments relevant to this position and mention why you chose these examples. This format should not resemble a resume. The list does not need to be in any specific order, and does not need to be exhaustive. Please be sure to maintain appropriate confidentiality organizations, employees and donors.

We ask that you forward it to NAME by DATE.

Thank you.