

ACCOMPLISHMENT STATEMENTS

SHOWING YOUR VALUE

Accomplishment statements are bulleted statements in the experience section that show your value to the employer. A well-written accomplishment statement shows your previous **actions** and **results**.

On accomplishment statements, **do not** list your former job duties or copy your old job description onto your résumé; instead, focus on highlighting your relevant skills. Give specific examples of what you actually did and the impact your efforts had on your previous employer.

Organizing Your Accomplishment Statements

1. Review the job description you are applying to and highlight the skills required for the job
2. List all of the tasks from your past experiences that could include
3. Match your past experiences with the skills relevant for the position for which you are applying

Skills Required for the New Job

Create and conduct presentations/tours

Your Past Experiences

Gave safety training sessions

Gave speech at a national student conference

Writing Your Accomplishment Statements

- A. Always start with a **descriptive action word** and make sure to use the proper verb tense (past or present).
- B. State the benefit to the employer (**result**) and then what you did to accomplish that result (**action**)
- C. Attempt to quantify at all times by using numbers (#), percentages (%), dollar figures (\$) and time frames (daily, weekly, etc.)

Result

Action

Increased camp attendee satisfaction by **15%** by **modifying** the camp menu based on feedback from satisfaction surveys completed in the previous year.



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Accomplishment Statements: Showing Your Impact

Experiences are key when telling your story on a résumé. Accomplishment statements support what you are capable of based on your experiences. When writing accomplishment statements, highlight your role in a particular situation, how you made an impact and added value to an organization.

Below are **action words** you can use **to start** your accomplishment statements. **Examples:**

1. **Increased** safety awareness by presenting two safety trainings to 15 employees and 50 campers
2. **Promoted** and advertised camp events by managing three social media platforms utilizing Hootsuite

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking / Problem Solving		Communication (Oral/Written)		Teamwork/Collaboration	
Analyze	Execute	Address	Formulate	Assist	Envision
Assess	Increase	Author	Interpret	Brainstorm	Organize
Compare	Integrate	Collaborate	Persuade	Calculate	Orient
Coordinate	Measure	Convey	Present	Collaborate	Plan
Determine	Organize	Demonstrate	Promote	Consolidate	Process
Devise	Research	Draft	Review	Construct	Record
Diagnose	Supervise	Edit	Speak	Demonstrate	Schedule
Evaluate	Verify	Email	Write	Establish	Supervise

Digital Technology		Leadership		Professionalism/Work Ethic	
Access	Integrate	Administer	Facilitate	Achieve	Handle
Analyze	Install	Assess	Mentor	Act	Improve
Calculate	Launch	Clarify	Motivate	Adapt	Implement
Coordinate	Maintain	Create	Oversee	Evaluate	Manage
Deliver	Manage	Design	Recruit	Deliver	Produce
Design	Organize	Encourage	Supervise	Drive	Reach
Develop	Plan	Establish	Summarize	Establish	Simplify
Engineer	Program	Explain	Train	Exceed	Work

Career Management			Global/Intercultural Fluency	
Advise	Diagnose	Guide	Analyze	Engage
Coach	Enhance	Inform	Collaborate	Identify
Communicate	Expand	Negotiate	Communicate	Interact
Consult	Facilitate	Train	Discuss	Understand



See more action verbs here!

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