

Accomplishment Statements

What are Accomplishment Statements? These are statements under the experience section that highlight your skills and contributions to the employer.

How do I write one? A well-written accomplishment statement shows **results** and **actions** demonstrated in your experience. Focus on highlighting relevant skills that match the job description and unique abilities that bring value to the employer. Give specific examples of what you actually accomplished and the positive impact your efforts had on your previous experience(s). Bullet points are recommended for easy reading.

Job Description

Analyze the job description.

Identify required skills that match your experiences.

Example: Promote products and manage marketing accounts

Example: Conduct presentations of product lines for a variety of audiences

Brainstorm

Match your experiences to the job description.

Increased productivity?

Example: Created a new social media page to increase membership and knowledge of the organization

Taken initiative?

Example: Presented at a national conference

Brainstorming Questions: <https://bit.ly/3fv5EGM>

Writing Accomplishment Statements

Start with an action verb to state what you accomplished (**Result**), then how you accomplished the result (**Action**).

With Measurable Data

List the **results** you accomplished with the **actions** you took, and **quantify** at all times by using numbers (#), percentages (%), dollar figures (\$), and time frames (daily, weekly).

Increased membership by **15%** by developing a new social media page

Without Measurable Data

Statements without measurable data should still be **quantified** by using approximations, dollar amounts, numbers, or frequency.

Presented at the **annual** American Marketing Association (AMA) conference to an audience of approximately **200**

Accomplishment Statements

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

Examples:

1. **Raised** 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
3. **Increased** camp attendee satisfaction by 15% by modifying the camp menu based on feedback from the previous year

Find more action verbs here!



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