

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.

Writing 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

① Skills Required for the New Job

Create and conduct presentations/tour
Work with colleagues
Knowledge of spreadsheets
Analyze, interpret data and compile reports
Project management

③

② Your Past Experiences

Inventoried all materials used by camp employees
Gave safety training sessions
Led a group in planning a campus-wide event
Gave speech at a national student conference
Planned a week-long summer camp activity
Created a specialized MS Excel database
Created and distributed satisfaction survey for camp attendees and produced summary report
Contacted local organizations to ask for donations
Publicized events on social media platforms

Exhibiting Your Skills Effectively

- A. Always start with a **descriptive action word**
- 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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Statements WITHOUT Measurable Results

Not every action will produce a measurable result. In these instances, be sure to quantify other aspects of your experience. This can include the approximate number of customers you assisted, amount of money handled or the number of times you completed a task.

Examples:

- Planned and scheduled over 20 tours per week and organized and conducted monthly meetings for over 10 tour guides
- Created and published 10 digital marketing materials per camp event on social media platforms (i.e. Facebook, Instagram, Twitter) to raise awareness of the organization
- Conducted two safety training sessions during camp orientation for approximately 15 camp employees and 50 camp attendees

Action Verbs

Words that strongly promote your accomplishments

Accelerated	Achieved	Acquired	Activated	Adapted	Adjusted
Budgeted	Balanced	Billed	Built	Calculated	Collaborated
Collected	Communicated	Compiled	Created	Completed	Designed
Determined	Developed	Distributed	Edited	Established	Evaluated
Expanded	Facilitated	Filed	Formulated	Generated	Guided
Handled	Hired	Implemented	Improved	Increased	Instructed
Interpreted	Invented	Interviewed	Led	Lectured	Maintained
Managed	Motivated	Negotiated	Operated	Organized	Performed
Planned	Prepared	Programmed	Purchased	Raised	Recommended
Recruited	Reduced	Reported	Researched	Scheduled	Sold
Streamlined	Supervised	Taught	Updated	Verified	Wrote

Power Nouns

Descriptive keywords (nouns) typically used by employers in online searches

Accomplishment	Accuracy	Acquisition	Assistance	Balance	Bookkeeping
Capability	Capacity	Change	Collection	Commission	Communication
Conference	Confidence	Consulting	Coordination	Counseling	Customer Relations
Data	Decision	Design	Development	Editor	Efficiency
Energy	Field	Finances	Function	Fund Raising	Goal
Human Resources	Income	Increase	Industry	Initiative	Investment
Judgement	Labor	Leadership	Maintenance	Management	Marketing
Media Relations	Merchandising	Negotiation	Nursing	Office	Operation
Organization	Performance	Planning	Production	Proficiency	Profit
Proofreader	Public Relations	Purchasing	Record	Recruitment	Research
Revenue	Service	Special Events	Supervision	Target	Training
Treatment	Use	Writing			