



Accomplishment Statements

The key to an effective resume

What is an Accomplishment Statement?

A key part of your resume is your description of each experience you list.

- The most basic descriptions identify the *duties* of each positions or experience.
- A stronger resume will describe the *skills* used and/or learned in each experience.
- The strongest resume will use *accomplishment statements* to describe the accomplishments you achieved in each experience.

What is an Accomplishment?

You may consider an activity to be an accomplishment if:

- Your performance exceeded past performance
- You contributed to making work easier, simpler, or faster
- You contributed to making work more efficient
- You achieved something new

Tips for Writing Accomplishment Statements

- Make your accomplishment statement concise, specific, and results-oriented.
- Begin each accomplishment statement with an action verb.
- Use quantitative or qualitative statements wherever possible.
- Include four key elements in each statement:
 1. The problem, opportunity, or issue
 2. What you did about it
 3. What you actually accomplished
 4. The benefit to the organization

Sample Accomplishment Statements

- “Initiated advanced assembly procedures to increase production 10% by reducing turn around time from 5 to 4 days”
- “Planned and scheduled over 20 hours per week; organized and conducted monthly meetings for 30 tour guides”
- “Trained new employees in customer service and telephone procedures”
- “Administered campus tours and served on informative panels for prospective students”

Sample Action Verbs

Planning Skills

Conceived	Devised	Experimented	Innovated	Laid out	Projected	Solved
Created	Engineered	Formed	Instituted	Organized	Reorganized	Systematized
Designed	Established	Formulated	Invented	Originated	Revised	Tailored
Developed	Estimated	Initiated	Justified	Planned	Scheduled	Transformed

Skills in Assuming Responsibility

Accepted	Arranged	Established	Implemented	Installed	Performed	Reviewed
Achieved	Compiled	Evaluated	Improved	Maintained	Prepared	Simplified
Adopted	Developed	Handled	Initiated	Operated	Produced	Sold

Skills in Working with Others

Administered	Conducted	Coordinated	Determined	Guided	Interpreted	Participated
Advised	Consulted	Counseled	Directed	Headed	Led	Recommended
Approved	Contributed	Decided	Enlisted	Inspired	Managed	Supervised
Authorized	Controlled	Delegated	Facilitated	Instructed	Negotiated	Trained

Investigative Skills

Analyzed	Calculated	Correlated	Observed	Researched	Studied	Experimented
Assessed	Computed	Evaluated	Proved	Reviewed	Verified	Projected