

ACCOMPLISHMENT STATEMENTS

Employers are interested in more than the tasks you performed on a particular job. They want to know about accomplishments, outcomes and results as these show your strengths and skillsets. Draw from your current and previous jobs & internships, volunteer work, student leadership or extracurricular and sports leadership positions, and classroom experiences such as projects, hands-on assignments, laboratory experience, presentations, study-abroad programs, simulations. Showing the skills and strengths you developed in each of these experiences will give more depth to your resume and make for a stronger marketing tool.

Duties and Responsibilities	Accomplishments
Was responsible for sales in UT and ID	Increased sales in UT and ID by 57% in three months, despite a reduction in sales force
Saved money on corporate benefits	Researched long-term disability insurance and found a package that would save the company \$7,000 annually

QUESTIONS TO THINK ABOUT

- What did you do to make this job your own? How did you take the initiative? How did you go above and beyond what was asked of you in your job description?
- How did you solve one or more specific problems in each experience? What were the problems or challenges that you or the organization faced? What did you do to overcome the problems? What were the results of your efforts?
- How has the organization benefited from your performance? How did you/will you leave this employer better off than before you worked there?
- How have teams or committees you've served on benefitted from your presence? What strengths do you bring to a team and how you have exhibited them in your work?
- Have you lead or supervised other individuals? How did you lead/supervise them and what was the nature of your relationships? What was the impact of having you in a leadership position?
- How did you build relationships or image with internal and/or external partners? How did you attract new customers/clients or retain existing ones?

- In working with others, how have you managed conflicts with peers, colleagues or customers? What do you hope these past experiences show about your conflict resolution skills?
- How have you raised, collected, or managed funds for your organization? What was the impact of increased funding or result of your management of funds?
- Did supervisors, managers or coworkers give you praise or recognition for something? Have you been promoted? Rapid and/or frequent promotions can be especially noteworthy.
- Are you the go-to-person in your office for anything? Did members of your group choose or elect you to a certain position based on special skills you possess?
- Can you list three things you accomplished of which you are proud? (Think in terms of something you found challenging or something that improved some aspect of the company for which you worked.)
- If you had to ghost-write a letter of recommendation about you from your boss, what would be in it?

HOW DO YOU WRITE IT?

Now that you’ve brainstormed specifics about how you’ve shown your strengths and skills, it’s time to format these situations into **Accomplishment Statements**. Start with a strong, specific verb that speaks to the strength or skill you’re hoping to highlight. Then provide specifics so the employer has a context in which to understand how you exhibited the strength – include answers to who, what, how many. Finally, the most important piece is to show how what you did had an impact – focus on the result and share how it was positive for the organization or individuals you worked with. Quantify your results when possible.

ACTION WORD	CONTEXT - WHO/WHAT/HOW MANY?	IMPACT/PURPOSE/BENEFIT
Coordinated	A grassroots marketing campaign,	highlighting the availability of leadership programs to students

ACTION VERBS

Administrative and Organizational

Arranged	Distributed	Initiated	Prepared	Streamlined
Assembled	Ensured	Installed	Processed	Strengthened
Catalogued	Examined	Maintained	Recorded	Updated
Collected	Executed	Monitored	Reorganized	
Coordinated	Explained	Operated	Reviewed	
Developed	Formalized	Organized	Routed	
Disseminated	Implemented	Planned	Scheduled	

Communication and Interpersonal

Advised	Constructed	Familiarized	Presented	Scheduled
Answered	Contacted	Handled	Projected	Screened
Apprised	Corresponded	Informed	Proofread	Spoke
Assessed	Demonstrated	Instructed	Publicized	Summarized
Authored	Drafted	Interpreted	Published	Taught
Briefed	Edited	Interviewed	Reconciled	Trained
Clarified	Educated	Introduced	Recruited	Translated
Composed	Explained	Lectured	Reported	Wrote
Conducted	Facilitated	Planned	Responded	

Creative and Innovative

Arranged	Designed	Fashioned	Originated	Revolutionized
Authored	Developed	Formulated	Performed	Shaped
Composed	Devised	Initiated	Planned	Stimulated
Conceived	Directed	Invented	Presented	
Conceptualized	Edited	Launched	Produced	
Created	Established	Modernized	Revitalized	

Counseling and Helping

Aided	Comforted	Fostered	Mentored	Treated
Assisted	Contributed	Guided	Provided	Tutored
Attended	Counseled	Helped	Settled	
Collaborated	Facilitated	Instilled	Supported	

ACTION VERBS

Leadership and Management

Advocated	Disseminated	Initiated	Originated	Sponsored
Approved	Formed	Inspired	Oversaw	Staged
Authorized	Founded	Mentored	Pioneered	Started
Counseled	Governed	Moderated	Recruited	Streamlined
Determined	Guided	Monitored	Represented	
Developed	Headed	Motivated	Responded	
Diagnosed	Hired	Negotiated	Reviewed	
Directed	Influenced	Operated	Spearheaded	

Marketing and Selling

Arbitrated	Dissuaded	Generated	Mediated	Resolved
Attained	Documented	Identified	Negotiated	Revamped
Augmented	Educated	Implemented	Performed	Revitalized
Boosted	Ensured	Improved	Persuaded	Secured
Broadened	Established	Increased	Produced	Sold
Calculated	Exceeded	Influenced	Promoted	Solicited
Centralized	Excelled	Integrated	Proposed	Strengthened
Consulted	Expanded	Launched	Publicized	Supplemented
Convinced	Expedited	Led	Published	
Decreased	Familiarized	Maintained	Purchased	
Developed	Gained	Marketed	Researched	

Technical and Analytical

Administered	Designed	Expanded	Instituted	Researched
Analyzed	Detected	Forecast	Integrated	Restored
Assessed	Developed	Formed	Interfaced	Searched
Audited	Devised	Gathered	Interpreted	Streamlined
Charted	Discovered	Generated	Interviewed	Surveyed
Classified	Documented	Identified	Launched	Systematized
Compiled	Drafted	Improved	Maintained	Tested
Computed	Edited	Increased	Operated	Wrote
Conducted	Evaluated	Inspected	Programmed	
Consulted	Examined	Installed	Reduced	