



Accomplishment Statement Overview

Accomplishment statements are the bullet points on your resume that capture **the actions you took and the results** that came from them for each experience. They can also be used in a cover letter or in an interview to describe your accomplishments to an employer. They go beyond simply stating what you did. These statements serve as **proof of the value you brought to a role**.

The best way to communicate your work experiences to employers is to use accomplishment statements. Use the steps below to write your own statements.

1 Compile basic facts.

Organize a list of your experiences within each role. For each one, define:

- your role
- a list of 3-5 tasks that were part of the experience

2 Outline your accomplishment statement.

Pick a task from your list. Break it into three components using the following chart.

Challenge/Context	Action	Result
EXAMPLE: Designing landscape plans that don't fit client's exact space	Adapting landscape plans to better fit the physical space available	Happy customer, beautifully landscaped yard

3 Research relevant skills.

If you have a hard time articulating a specific skill in a task:

- Find job postings that interest you. Copy and paste their descriptions into a word cloud maker, such as wordclouds.com or tagcrowd.com. Note the **keywords** and use them in your accomplishment statements.



- To help recognize your accomplishments think about, whether at work, in the classroom, in extra-curricular or during community experiences, and identify when you...

- | | |
|--|---|
| <input type="checkbox"/> Did something you are proud of | <input type="checkbox"/> Were complimented for what you did |
| <input type="checkbox"/> Positively influenced others | <input type="checkbox"/> Made a difficult decision (that turned out well) |
| <input type="checkbox"/> Displayed integrity/character | <input type="checkbox"/> Faced a challenge head-on |
| <input type="checkbox"/> Started something good | <input type="checkbox"/> Took advantage of a unique opportunity |
| <input type="checkbox"/> Helped save time/money in your role | <input type="checkbox"/> Achieved something wonderful |
| <input type="checkbox"/> Exceeded what was expected of you | |

4 Write your accomplishment statement.

Using your outline and the keywords you found, write an accomplishment statement. Start with an action word.

5 Power up your action word.

Find a strong verb to bring power and precision to your accomplishment statement. See the next two pages for some sample verbs.

Take a look at the table below for some examples of completed accomplishment statements.

Sample Accomplishment Statements

Adapted design plans to optimize space and incorporate homeowners' input to create beautiful yards and please customers.

Applied a positive attitude and strong communication skills to motivate fellow cast to a high level of performance.

Assisted a student requiring guidance in an undergraduate analytical chemistry course by demonstrating techniques through sample problems enabling the student to explain concepts in their own words.

Displayed strong recruiting and record keeping skills by interviewing volunteers and entering information into the data system, Salesforce.



Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills
Administered	Addressed	Catalogued	Assembled	Adapted
Analyzed	Arbitrated	Checked	Built	Advised
Consolidated	Arranged	Clarified	Calculated	Anticipated
Coordinated	Collaborated	Collected	Computed	Assisted
Delegated	Convinced	Critiqued	Converted	Clarified
Developed	Developed	Diagnosed	Designed	Coached
Directed	Dissected	Evaluated	Devised	Communicated
Enlisted	Drafted	Examined	Diagnosed	Coordinated
Evaluated	Dramatized	Extracted	Engineered	Developed
Facilitated	Edited	Grouped	Executed	Enabled
Headed	Empowered	Identified	Fabricated	Encouraged
Implemented	Explained	Inspected	Implemented	Enlightened
Improved	Formulated	Interpreted	Installed	Established
Increased	Interpreted	Interviewed	Integrated	Evaluated
Inspected	Mediated	Investigated	Maintained	Expanded
Organized	Negotiated	Organized	Operated	Explained
Oversaw	Persuaded	Questioned	Overhauled	Facilitated
Pioneered	Prepared	Rectified	Programmed	Guided
Planned	Presented	Retrieved	Remodeled	Informed
Prioritized	Promoted	Sorted	Repaired	Instructed
Recommended	Publicized	Summarized	Solved	Persuaded
Scheduled	Recruited	Surveyed	Upgraded	Set goals
Screened	Simplified	Systematized	Validated	Tailored
Shaped	Translated	Utilized	Verified	Transformed
Strengthened	Wrote			
Supervised				