



Accomplishment Statement Guide

When writing a resume many jobseekers tend to simply state what their duties and responsibilities are/were at their jobs but tend to forget one important factor: **What value did they bring to their employer?**

Accomplishment statements or “success stories” are written proof of the results, achievements and successes from your work experience that differentiate you from other candidates. These statements are the **heart of your resume** and demonstrate what is unique about you and provides proof of the value you would bring to a prospective employer.

Develop accomplishments statements based on your work experience, campus activities, volunteer experience, athletics, military experience and education.

Your accomplishment statements will also instigate interesting discussion about your strengths during the interview.

When writing an effective accomplishment statement, consider: **SITUATION, TASK, ACTION, and RESULT (STAR).**

- 1. SITUATION or CHALLENGE:** Identify the problem or situation that needed to be improved.
- 2. TASK:** Describe the task that you were responsible for—what was your role?
- 3. ACTION:** Describe the action you took and what skills you used to resolve the situation.
- 4. RESULT:** Describe the result or contribution you made to the situation. Whenever possible, quantify your result with a number.

Always start with an action verb (*See page 2.*)

- Good: Responsible for leading team for classroom assignments
- Stronger: Directed team of 3 classmates to complete assignment on time

Use colorful and unique action words

- Good: Started a new program
- Stronger: Created and implemented a new mentoring program with 80% participation of residents

Avoid wordiness and unnecessary adjectives

- Coordinated 150 housing volunteers for the “Day In Our Shoes” program, which brings admitted students to campus for the day to learn about Scripps
- Provided training and mentoring to first year students through superior planning
- Organized “Teapot Exhibit” for 30 artists presenting interesting work

Attempt to quantify at all times

- Handled \$1,000 in transactions on a weekly basis
- Routed over 100 calls daily to an Annual Giving staff of 10
- Planned 3 campus-wide programs per semester

When different elements are significant to the accomplishment, put them all in one accomplishment

- Developed relationship with a local merchant, which increased food offerings at the student-run Motley Coffeehouse and doubled profits
- Established recycling program in the residence halls which increased environmental awareness and decreased amount of trash by 10%

State first the benefit to the employer and then what you did to accomplish that result

- Good: Developed a marketing strategy that increased student involvement by 15%
- Stronger: Increased student involvement by 15% through a creative marketing strategy

Accomplishment Statement Examples

- Presented training for new campus-wide email system to approximately 30% of the student body
- Instituted residence hall tutoring program that increased average overall GPA from a 2.9 to a 3.3
- Completed an original research project that resulted in a report and presentation to the research scientists
- Managed retail outlet and increased sales volume by 25% in first six months through promotions and marketing
- Began as Sales Associate and was promoted to Assistant Manager after five months

Action Words by Category that describe your “Transferable Skills”

<u>Management</u>	<u>Communication</u>	<u>Clerical</u>	<u>Research</u>
Administered	Addressed	Approved	Clarified
Analyzed	Arranged	Arranged	Collected
Assigned	Authored	Classified	Critiqued
Delegated	Corresponded	Collected	Diagnosed
Developed	Directed	Compiled	Evaluated
Directed	Edited	Executed	Examined
Executed	Formulated	Generated	Extracted
Improved	Mediated	Implemented	Identified
Increased	Motivated	Inspected	Inspected
Organized	Negotiated	Organized	Interpreted
Planned	Persuaded	Prepared	Interviewed
Prioritized	Promoted	Processed	Investigated
Recommended	Publicized	Purchased	Organized
Reviewed	Reconciled	Recorded	Reviewed
Scheduled	Recruited	Retrieved	Summarized
Strengthened	Presented	Screened	Surveyed
Supervised	Translated	Specified	Systematized

<u>Technical</u>	<u>Teaching</u>	<u>Financial</u>	<u>Helping</u>
Assemble	Adapted	Administered	Assessed
Built	Advised	Allocated	Assisted
Calculated	Clarified	Analyzed	Clarified
Computed	Coached	Appraised	Coached
Designed	Communicated	Audited	Counseled
Devised	Coordinated	Balanced	Demonstrated
Engineered	Created	Budgeted	Diagnosed
Fabricated	Enabled	Calculated	Educated
Maintained	Encouraged	Computed	Encouraged
Operated	Evaluated	Developed	Expedited
Overhauled	Explained	Forecasted	Facilitated
Programmed	Facilitated	Managed	Familiarized
Remodeled	Guided	Marketed	Guided
Repair	Informed	Planned	Referred
Solved	Initiated	Projected	Rehabilitated
Trained	Instructed	Researched	Represented
Upgraded	Persuaded	Planned	Set goals