

Accomplishment Statements & Action Verbs

WHAT IS AN ACCOMPLISHMENT STATEMENT?

- Bullet points that describe your experience on a resume
- Provides evidence that you have the skills that will be valued in your target position
- Focuses on what you accomplished and what skills you used in addition to your duties
- Used in all sections of your resume that describe experience (Ex. Work Experience, Volunteer Experience, Extracurricular Activities, and Education)

HOW DO I WRITE AN ACCOMPLISHMENT STATEMENT?



Example

Reorganized	the filing system for over 10,000 tax documents using a simplified colour coding system	which saved time for administrative staff at the end of every month.
Facilitated	a dynamic 2 hour presentation on 'Applying to Graduate and Law School' at an Academic Advising Session	and was commended by professor for 'speaking confidently' throughout.

Your Turn

Select one skill, qualification, or asset that is specific to your job target and practice describing it below using an accomplishment statement

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Example

Promoted	from Order Clerk to Shift Coordinator within 8 months	based on the avid interest I took in my team members and suggestions to improve.
Demonstrated	ability to successfully build relationships with customers	by greeting them warmly, listening carefully to clarify needs and recommending products

Your Turn

Select one skill, qualification, or asset that is specific to your job target and practice describing it below using an accomplishment statement

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WHAT ACTION VERBS CAN I USE IN MY ACCOMPLISHMENT STATEMENT?

Accomplishment	Clerical	Financial	Helping	Research	Creative
Achieved	Approved	Administered	Assessed	Diagnosed	Acted
Adapted	Arranged	Allocated	Assisted	Evaluated	Conceptualized
Established	Catalogued	Analyzed	Clarified	Examined	Created
Exceeded	Classified	Appraised	Coached	Extrapolated	Customized
Expanded	Collected	Audited	Counselled	Inspected	Devised
Implemented	Compiled	Balanced	Demonstrated	Interpreted	Directed
Improved	Dispatched	Budgeted	Diagnosed	Interviewed,	Established
Led	Distributed	Calculated	Educated	Investigated	Fashioned
Pioneered	Generated,	Estimated	Facilitated	Organized	Founded
Reduced	Implemented	Forecasted	Guided	Reviewed	Illustrated
Resolved	Inspected	Invested	Mentored	Summarized	Initiated
Restored	Monitored	Managed	Motivated	Surveyed	Integrated
Surpassed	Operated	Marketed	Referred	Systematized	Performed,
Transformed	Organized	Negotiated	Represented	Tested	Revitalized
Won	Reviewed	Reconciled	Supported		Visualized
	Scheduled	Reduced	Trained		

Management	Communication	Teaching	Technical	Adverbs	Adverbs
Administered	Addressed	Adapted	Assembled	Creatively	Passionately
Analyzed	Arbitrated	Advised	Built	Decisively	Positively
Assigned	Arranged	Clarified	Calculated	Directly	Primarily
Authorized	Authored	Coached	Computed	Easily	Proficiently
Chaired	Communicated	Co-ordinated	Converted	Effectively	Routinely
Collaborated	Corresponded	Developed	Customized	Effortlessly	Skillfully
Co-ordinated	Directed	Elaborated	Designed	Frequently	Strategically
Delegated	Drafted	Enabled	Engineered	Increasingly	Strongly
Developed	Edited	Encourage	Formatted	Kindly	Successfully
Directed	Enlisted	Evaluated	Maintained	Methodically	Systematically
Evaluated	Formulated	Explained	Operated	Meticulously	Technically
Improved	Influenced	Facilitated	Overhauled	Naturally	Thoroughly
Increased	Interpreted	Guided	Programmed	Patiently	Thoughtfully
Initiated	Lectured	Informed	Processed		
Integrated	Listened	Instructed	Reconfigured		
Organized,	Mediated	Mentored	Remodelled		
Oversaw	Moderated	Persuaded	Repaired,		
Planned	Negotiated	Set Goals	Retrieved		
Prioritized	Persuaded	Stimulated	Simplified		
Produced	Promoted	Trained	Synthesized		
Recommended	Publicized	Tutored	Upgraded		