

Accomplishment Statements & STAR Story: Finance

WHAT IS AN [ACCOMPLISHMENT STATEMENT](#)?

These are statements that make up any section of your resumé where you are stating experience, including Education, Related Experience, Volunteer Experience, Extracurricular Activities and Interests. The focus is not on the duties you performed, but on providing evidence of how well you performed them by utilizing the skills that will be valued in your target position.

Two possible formulas for Accomplishment Statements:

Option 1		
Action Verb (s)	What you did/How you did it	Result
Maintained	current knowledge of markets and stayed up to date on financial trends;	resulting in over 70% of clients gaining positive returns on their investments.

Option 2		
Action Verb (s)	Result	What you did/How you did it
Enabled	over 80% of my clients to reach and exceed their financial goals	by providing personalized advice and education on retirement planning and mortgages.

WHAT IS A STAR STORY?

The [STAR](#) technique can be used in cover letters and for answering behavioural interview questions. The use of STAR technique is an effective way to provide evidence of your skills and competencies, and to highlight your accomplishments from your relevant current or previous jobs or educational experiences in a clear, concise, and structured manner.

Formula: STAR = S (situation) + T (task) + A (actions) + R (results)

STAR Example:

Question: Describe a time when you had to prepare a financial report within a tight deadline. How did you manage?

Career Centre

202 McLaughlin College | 416.736.5351 | career@yorku.ca | www.yorku.ca/careers

S: My team and I were preparing financial reports for a major client on schedule, when they reached out to tell us they would need the reports one week before the initially agreed upon deadline.

T: It was up to my team and I to complete the reports, while also managing our other responsibilities.

A: Being a more experienced team member, I took the initiative to delegate some simpler tasks to our interns, so that we could focus on the report. I then divided the responsibilities, and delegated different tasks to my team members that we could work on individually before putting it all together. I worked 10 extra hours in that week to meet the deadline, and followed up with my team members on their progress. I sensed they were a little stressed about meeting the new deadline, so I offered them support throughout the process and acknowledged their efforts and hard work.

R: In the end, we were able to complete the reports by the new deadline, the client was pleased, and my team members and I felt very proud of our achievement.