

ACCOMPLISHMENT STATEMENTS

Accomplishment statements are used to express an experience on your resume

- They allow the employer or graduate school to read 3-5 major bullet points on the key accomplishments and skills you've developed during that specific time, using your responsibilities as context. You are telling a quick, summarized story in one statement
- They demonstrate specific instances of transferable skills relevant to the position being applied for

APR - This writing formula stresses your skills and achievements:

1. Use **ACTION** verbs to begin your statement
 - What were your actions? What specific role did you play?
 - If the experience you are explaining is in the past, make sure your actions verbs are in past tense
 - *For example:* Develop, create, collaborate, manage, implement, compile, supervise, train
2. Describe the **PROJECT**, task, or job.
 - Think back to a key project or task you had that is relevant to the job you are now applying for.
 - This should be focused on accomplishments and achievements. *BE SPECIFIC*

Think of:

- Projects that make you proud
 - Programs you revamped/improved
 - Money you saved the company/ customer
 - How you increased followers/ revenue
 - Special projects you assisted with
 - When you had to deal with a stressful situation and handled it well
 - Anything you designed or implemented
 - When you received compliments from your supervisor, customer, or co-worker
3. **What was the RESULT/REASON, outcome, goals, or implications of the project?**
 - Explain why you did what you did. What was the intended goal for that specific task?
 - *Results can start with "resulting in", "providing", "increasing", "to ensure"*
 - Having the "result" piece in your statement displays the effect you had on the employer, team, customers. **For example:** amount of money saved, number of clients served, the percentage increase in productivity
 - Make sure to quantify

Use the following chart to help organize your ideas. Let the numbers help guide you. Put the statement together once you have filled out the chart.

Action	Project	Result/ Reason Why
Developed	A training manual	To provide job instructions for new hires
Managed	Social Media platforms including Facebook, Twitter, and LinkedIn	Resulting in a 20% increase in webpage traffic

Now put it all together in accomplishment statements:

- (1) Developed (2) a training manual (3) to provide job instructions for the new hires
- (1) Managed (2) social media platforms including Facebook, Twitter, and LinkedIn (3) to increase the number of followers by 20%