

# How to Write Accomplishment Statements on Resumes

## Begin with an action:

### Good

Responsible for leading team for classroom assignments

As College Council president, led council meetings

### Stronger

Directed a team of three classmates to complete assignments on time

Presided over monthly College Council meetings

## Use Power verbs:

### Good

Started a new program

Achieved a reduction of noise violations

### Stronger

Created and implemented a new mentoring program with 80% participation from hall residents

Reduced number of noise violations by 15% through a new policy

## Avoid wordiness and unnecessary adjectives:

### Good

Provided great training and mentoring to first year students through superior planning

Successfully organized "Teapot Exhibit" for 30 local artists presenting interesting work

### Stronger

Provided training and mentoring to 25 first year students

Organized "Teapot Exhibit" for 30 presenting artists

## Quantify when possible:

### Good

Planned campus-wide events

Handled transactions

### Stronger

Planned three campus-wide concerts per semester

Handled \$1,000 in transactions on a weekly basis

# How to Write Accomplishment Statements on Resumes

Combine elements into one accomplishment statement, when they are related:

- o “Developed relationship with a local merchant, which increased food offerings at the student-run Coffeehouse and doubled profits”

Begin with an action:

## Good

- Developed a marketing strategy that increased student involvement by 15%
- Purchased sporting equipment that increased resources available to students

## Stronger

- Increased student involvement by 15% through a creative marketing strategy
- Expanded Dixon’s inventory by 50% with the purchase of new sporting and camping equipment

### Basics of Accomplishment Statements

A well-formulated accomplishment statement has:

- o Includes quantifiable and tangible terms to give credibility to the results or benefits of your work
- o Begins with a power verb to describe the action you took to achieve those benefits/results

The benefits you can expect from creating accomplishment statements include:

- o Better awareness of your skills and abilities
- o Easier resume for employers to review
- o Greater confidence in presenting yourself to potential employers

### More Accomplishment Statements

- “Saved \$60 a year in service charges by proposing a checking account at a new bank for College Council.”
- “Instituted residence hall tutoring program that increased average overall GPA from a 2.9 to a 3.3.”
  - “Increased membership in ABC student club by 50% through creative advertising.”
- “Presented training for new campus-wide email system to approximately 30% of the student body.”