

- **Begin with an action**

Good	Stronger
Responsible for leading team for classroom assignments	Directed a team of three classmates to complete assignments on time
As College Council president, led council meetings	Presided over monthly College Council meetings

- **Use power verbs**

Good	Stronger
Started a new program	Created and implemented a new mentoring program with 80% participation from hall residents
Achieved a reduction of noise violations	Reduced number of noise violations by 15% through a new policy

- **Avoid wordiness and unnecessary adjectives**

Good	Stronger
Provided great training and mentoring to first year students through superior planning	Provided training and mentoring to 25 first year students
Successfully organized "Teapot Exhibit" for 30 local artists presenting interesting work	Organized "Teapot Exhibit" for 30 presenting artists

- **Quantify when possible**

Good	Stronger
Planned campus-wide events	Planned three campus-wide concerts per semester
Handled transactions	Handled \$1,000 in transactions on a weekly basis

- **Combine elements into one accomplishment statement, when they are related**

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

- **State benefit to the employer, then what you did to accomplish that result**

Good	Stronger
Developed a marketing strategy that increased student involvement by 15%	Increased student involvement by 15% through a creative marketing strategy
Purchased sporting equipment that increased resources available to students	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:
  - Includes quantifiable and tangible terms to give credibility to the results or benefits of your work
  - 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:
  - Better awareness of your skills and abilities
  - Easier resume for employers to review
  - Greater confidence in presenting yourself to potential employers

### More Accomplishment Statements

- "Saved \$60 a year in service charges by proposing and acquiring 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."