

Writing Accomplishment Statements

Accomplishment statements are those little bullets under each experience on your resume that capture the actions you took and the results that came from them. They go beyond simply stating what you did. These simple statements serve as proof of the value you brought to a role/experience.

When writing an accomplishment statement, you'll want to think of: **what you did, how you did it and what was the outcome.**

What did you do?

- Think of your tasks/responsibilities. Focus on your performance, values or the results of your actions.

How did you do it?

- Think of the skills used to complete the task.
- Can be technical (Python, Excel) or non-technical (Collaboration, Communication).

What was the benefit/outcome?

- Include why it was helpful.

Consider adding – How much. How many. How often.

Begin each bullet point with a strong action verb followed by an explanation of what you were doing, and describing how you did it. Remember to use the proper tense, using -ed for past experiences and present tenses for current position.

Below are two statements that could be added to a resume, notice how statement number #2 makes a greater impact the #1?

1. Able to use macros when developing excel spreadsheets
2. Developed an excel spreadsheet that incorporated the use of macros and coded using Visual Basic for Application (VBA) to increase administrative task's efficiency by 65%

Notice the difference?

What are Action Verbs?

Action verbs are words that express an action. Action verbs are powerful words used when describing your skills, experience, and accomplishments. They are specific, clarify your contributions and bring a confident tone to your resume.

Examples:

Robotics Club Project

- Designed robot for national competition by collaborating with 2 team members
- Programmed robot using LabView and completed 3D printing training
- Created custom wiring for control of unit during competition
- Awarded first place in Really Stellar Design Competition

Electrician Assistant

- Installed electrical wiring alongside licensed electricians, adhering to job specifications and local codes
- Tested electrical systems using various devices to ensure proper functioning of system and safety of all on-site workers
- Learned and followed safety protocol when using power construction equipment, measuring devices, power tools, and testing equipment
- Maintained tools, vehicles, and equipment meticulously and kept parts and supplies in order
- Composed detailed 3-5 page safety reports outlining work tasks to be completed and hazards associated with different roles and tasks

Below is a list of action verbs to select from when writing accomplishment statements:

Management and leadership skills: Administered, Advised, Aligned, Arranged, Augmented, Centralized, Championed, Coordinated, Cultivated, Delegated, Differentiated, Directed, Empowered, Enabled, Endorsed, Enforced, Ensured, Executed, Forecasted, Formalized, Formed, Fostered, Furthered, Hired, Identified, Implemented, Integrated, Leveraged, Mentored, Merged, Motivated, Orchestrated, Optimized, Oversaw, Planned, Predicted, Reconciled, Reduced, Refocused, Renovated, Reorganized, Replaced, Resolved, Restructured, Revitalized, Shaped, Supervised, Sustained, Trained

Research skills: Analyzed, Clarified, Collected, Compared, Conducted, Detected, Evaluated, Examined, Found, Identified, Investigated, Measured, Proposed, Proved, Simulated, Studied, Surveyed, Tested, Trained

Organizational skills: Arranged, Assembled, calculated, cataloged, Categorized, centralized, Classified, Collected, Compiled, Consolidated, Coordinated, Correlated, Distributed, Executed, Filed, Linked, Maintained, mapped out, Ordered, Obtained, Orchestrated, Organized, Planned, Processed, Purchased, Prepared, Prioritized, Provided Recorded, Reviewed, Regulated, Scheduled, Submitted, Standardized, Systematized, Recorded, Updated, Verified

Communication skills: Articulated, Addressed, Briefed, Clarified, Communicated, Composed, Consulted, Conveyed, Convinced, Campaigned, Conveyed, Collaborated, Debated, Documented, Discussed, Drafted, Directed, Explained, Expressed, Edited, Influenced, Interviewed, Listened, Facilitated, Instructed, Motivated, Negotiated, Proposed, Persuaded, Presented, Performed, Promoted, Trained, Translated, Resolved, Responded, Specified, Suggested, Summarized

Data and Financial skills: Adjusted, Allocated, Analyzed, Appraised, Audited, Balanced, Calculated, Classified, Collected, Developed, Dispensed, Equalized, Evaluated, Forecasted, Halted, Investigated, Lowered, Maintained, Managed, Minimized, Recognized, Secured

Technical skills: Advanced, Architected, Assembled, Automated, Built, Calculated, Coded, Converted, Debugged, Deployed, Detected, Devised, Designed, Diagnosed, Discovered, Developed, Engineered, Enhanced, Expedited, Fabricated, Formulated, Installed, Launched, Maintained, Modified, Networked, Operated, Planned, Programmed, Remodeled, Rewrote, Refined, Repaired, Replaced, Restored, Solved, Tested, Troubleshoot, Updated, Upgraded

Assistance skills: Collaborated, Coached, Supported, Volunteered, Facilitated, Aided, Contributed, Counseled, Educated

Problem Solving Skills: Aided, Alleviated, Counseled, Customized, Debugged, Eased, Elevated, Enlarged, Extended, Extracted, Finalized, Fulfilled, Generated, Identified, Interceded, Invented, Polished, Procured, Reconciled, Rectified, Reduced, Refined, Reformed, Rehabilitated, Reinforced, Relieved, Remedied, Remodeled, Repaired, Restored, Retrieved, Revitalized, Revived, Settled, Solicited, Solved, Streamlined, Strengthened, Supplemented, Transformed

Achievements: Completed, Exceeded, Improved, Succeeded, Surpassed, Improved, Pioneered, Resolved, Reduced, Spearheaded, Transformed, Won, Accomplished

Accomplishments: Achieved, Amplified, Attained, Capitalized, Chaired, Consolidated, Deciphered, Decreased, Discerned, Drove, Enacted, Endeavored, Established, Exceeded, Founded, Pioneered, Outperformed, Overhauled, Sharpened, Shattered, Sparked, Spearheaded, Steered, Stimulated, Streamlined, Strengthened, Supervised, Surpassed

Responsibilities: Accelerated, Accomplished, Analyzed, Assembled, Built, Charted, Created, Constructed, Coordinated, Delivered, Developed, Executed, Expanded, Facilitated, Finalized, Forged, Guided, Handled, Headed, Improved, Increased, Initiated, Implemented, Instituted, Operated, Organized, Produced, Reached, Simplified, Volunteered

Creative skills: Authored, Brainstormed, Communicated, Conceptualized, Curated, Customized, Derived, Designed, Diagramed, Drafted, Edited, Fashioned, Illustrated, Imagined, Influenced, Inspired, Intensified, Modeled, Originated, Performed, Photographed, Proofread, Published, Redesigned, Researched, Shaped, Strategized, Storyboarded, Translated, Transformed, Visualized, Wrote

Sales experience: Acquired, Boosted, Captured, Conserved, Converted, Earned, Gained, Generated, Maximized, Negotiated, Outpaced, Won, Yielded

Flexibility: Accommodated, Adapted, Adjusted, Altered, Amended, Anticipated, Balanced, Converted, Changed, Complied, Evolved, Learned, Modified, Revised, Reworked, Improvised, Tailored

Initiative: Accelerated, Accomplished, Achieved, Acquired, Advanced, Bolstered, Boosted, Built, Coordinated, Created, Dedicated, Demonstrated, Designed, Developed, Enriched, Established, Expanded, Expedited, Found, Generated, Implemented, Improved, Increased, Initiated, Inspired, Introduced, Launched, Lead, Minimized, Mobilized, Motivated, Modernized, Modified, Multiplied, Overhauled, Pioneered, Produced, Proposed, Revamped, Revised, Started, Spearheaded, Stimulated, Suggested, Updated, Upgraded

Teamwork Skills: Assisted, Aided, Collaborated, Contributed, Coordinated, Delegated, Enabled, Encouraged, Helped, Facilitated, Fostered, Inspired, Involved, Motivated, Participated, Shared, Supported

And many more!