



Accomplishment Statement Overview

Accomplishment statements are the bullet points explaining your responsibilities in the Work Experience section of your resume. These statements should capture the value that you added to the company, the actions you performed and the results achieved. These statements set apart an ordinary resume from an exceptional one. It is worth it to take the time to craft these sentences as they can be used again in a cover letter or interview.

**Step 1:** Assemble the basic facts by creating a list of the tasks for each role

eg . landscaper worker: maintained lawns and flower beds, cleared away refuse, prepared beds for planting

**Step 2:** Outline your accomplishment statement by breaking it into three components:

Challenge/Context	Action	Result
Maintain and plant flower beds	Plant new plants, remove weeds, deadhead, fertilizer application and watering	Attractive, healthy flower beds
Maintained lawn		

**Step 3:** Research relevant skills.

- If wording is difficult, Google similar job postings and note word choice.
- To recognize your accomplishments reflect on
  - Something that you are proud of
  - How you positively influenced others
  - Helped save time and money in your role
  - Exceeded expectations
  - Adapted your role to make it more efficient or better

**Step 4:** Write your accomplishment statement by using the outline and keywords. Begin with an action word.

**Step 5:** Revise it by finding a stronger verb or adding precision to the statement.

Enhanced flower beds through a thoughtfully designed weekly maintenance routine resulting in attractive and healthy plants.

Directed children’s outdoor program by adhering to safety standards and incorporating a variety of activities to stimulate skill growth resulting in engaged and proficient campers.

Displayed strong recruiting and record keeping skills by interviewing volunteers and consistently inputting data into system lon.



Verbs to increase power and precision to skill statements

Management	Communication	Research	Technical	Teaching
Administered	Addressed	Catalogued	Assembled	Adapted
Analyzed	Arranged	Checked	Built	Advised
Consolidated	Collaborated	Clarified	Calculated	Assisted
Developed	Developed	Critiqued	Converted	Clarified
Directed	Drafted	Evaluated	Designed	Coached
Enlisted	Dramatized	Examined	Devised	Communicated
Encouraged	Edited	Identified	Diagnosed	Coordinated
Empowered	Explained	Inspected	Engineered	Developed
Facilitated	Formulated	Interpreted	Executed	Enabled
Implemented	Mediated	Interviewed	Fabricated	Established
Organized	Negotiated	Investigated	Installed	Expanded
Oversaw	Persuaded	Organized	Integrated	Explained
Planned	Prepared	Rectified	Maintained	Facilitated
Prioritized	Presented	Sorted	Operated	Guided
Scheduled	Promoted	Summarized	Overhauled	Informed
Strengthened	Simplified	Surveyed	Programmed	Instructed
Supervised	Translated	Systemized	Remodeled	Tailored
	Wrote	Utilized	Upgraded	Transformed