

Writing Accomplishment Statements

Although resumes and cover letters should be accomplishment-driven (NOT simply focusing on duties and responsibilities), many job-seekers have difficulty pinpointing their accomplishments. Strong accomplishment statements will help you sell yourself to your next employer.

A Good Accomplishment Statement Should Contain:

1. An action verb describing what you did rather than your responsibilities
2. The scope of your activities (size of unit managed, size of budget managed, or a number of personnel affected). Quantitative data is a plus!
3. The results of your activities, given in measurements such as numbers/percent, amount of money, or value-added for customers.
4. Be sure to consider specific skills you gained from the experience.

Tips for Writing Effective Accomplishment Statements

- Make the most significant experiences stand out by listing the most under them
- Use approximately 2-5 statements for each position.
- Think of what you feel the proudest of and enjoyed the most.
- Think about what others who worked with you would say about your contribution
- Bulleted action statements are much easier and quicker to read than paragraphs.
- Use indenting where appropriate to signify points that are a subset of an accomplishment

Examples:

- Initiated advanced assembly procedures to increase production 15% by reducing turnaround time from six to five days
- Planned and scheduled over twenty-five tours per week
- Organized and conducted monthly meetings for over twenty tour guides
- Led a team of volunteers in planning, preparing, and serving a weekly meal for 90 residents at a local homeless shelter, increasing service by 25%
- Coordinated a community event involved 150 individuals that resulted in \$1000 collected for the New York Disaster Relief Fund

Generic Description:

Public Health Society, Events Coordinator

- Responsible for organizing events and panels

Strong, Concrete Descriptions with Impact:

Public Health Society, Events Coordinator

- Plan and coordinate panels on public health for audiences of 25–50 undergraduates on a bi-monthly basis
- Identify and contact dozens of health professionals in the community to participate in panels
- Create marketing materials and publicize events through social media. Increased attendance at several club programs by 75%

PAR Method

This is a simple formula that creates achievement-focused bullet points. 'PAR' stands for problem, action, and results.

Problem: Identify a responsibility or issue at work

Action: Discuss how you addressed the problem

Results: What was the outcome of that action

Here are some examples:

- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Suggested a new tactic to persuade canceling customers to stay with the company, resulting in a 5% decrease in cancellations

Statement 1

Problem: Identify a responsibility or issue at work

Action: Discuss how you addressed the problem

Results: What was the outcome of that action

Final Statement for Resume:

Statement 2

Problem: Identify a responsibility or issue at work

Action: Discuss how you addressed the problem

Results: What was the outcome of that action

Final Statement for Resume:
