

Writing Statements of Accomplishment

Statements of accomplishment are bullet point statements found under the “Experience” component of a resume. These statements demonstrate your action/contribution to a problem/project and the resulting outcome/benefit to the organization. Well formulated statements of accomplishment give potential employers a better understanding of your potential contribution to their organization.

Think **APR** (**Action** + **Problem/Project** + **Result**). Think about a problem you solved or a project you contributed to or completed. Select an action word from the list below which describes your involvement in the process. Then describe the outcome resulting from your action. Quantify the result if possible.

Example: **Initiated** + **smoke-free campus campaign** + **which resulted in designated smoking areas throughout campus.**

Example: **Streamlined** + **applicant intake process** + **which decreased patron wait time by an average of 20 minutes.**

Example Action Words

Adapted	Developed	Introduced	Reduced
Administered	Directed	Invented	Reorganized
Advised	Earned	Launched	Reviewed
Analyzed	Edited	Led	Revised
Applied	Eliminated	Maintained	Scheduled
Arranged	Enabled	Managed	Screened
Assisted	Enforced	Mastered	Selected
Balanced	Enhanced	Mediated	Served
Billed	Established	Monitored	Set up
Briefed	Evaluated	Negotiated	Sold
Carried out	Expanded	Observed	Solved
Communicated	Expedited	Operated	Streamlined
Compiled	Facilitated	Organized	Structured
Completed	Filed	Participated	Supervised
Computed	Formed	Performed	Supported
Conducted	Fostered	Persuaded	Surpassed
Controlled	Founded	Planned	Surveyed
Coordinated	Generated	Prepared	Targeted
Created	Guided	Presented	Taught
Defined	Harnessed	Produced	Teamed with
Delegated	Illustrated	Programmed	Tested
Delivered	Implemented	Provided	Trained
Demonstrated	Improved	Published	Tripled
Designed	Innovated	Received	Utilized
Determined	Instructed	Recommended	Wrote

