

FORMULA FOR WRITING RESUME ACCOMPLISHMENT STATEMENTS

Creating accomplishment statements for your resume is much more effective in communicating your value than just listing your responsibilities. Accomplishment statements are success stories and proof statements that demonstrate your achievements but with more impact.

Take time assess your volunteer positions, community service, class projects, personal and work experiences for accomplishments. Working with a career services expert can help in drawing out these experiences and work through the formula

Once you have your list, use the formula outlined below to help you develop an accomplishment statement using action verbs. A list of action verbs can be found in the Career Services section of the website listed under downloads.

Create phrases or sentences that are grammatically correct and that make sense. Have someone read it to make sure that you are effectively communicating your message.

FORMULA

What was the project, task, activity or problem presented?

What skills did you use or specific actions did you take?

What was the result or impact? (quantify is possible)

SAMPLE

What was the project, task, activity or problem presented?

Secure a block grant to develop a mural with input from the local residence to raise awareness, develop community and pride in local neighborhood

What skills did you use or specific actions did you take?

Grant Writing, organized meetings of local residence, coordinated with local zoning board to obtain permits, worked with residence to designed final concept for mural from neighborhood consensus. Developed work schedule for residences to paint mural to meet the deadline. Organized a street party to unveil completed mural.

What was the result or impact? (quantify is possible)

1. Wrote a successful grant and managed funds that met all grant specifications.
2. Successfully navigated the zoning permit process.
3. Successfully created a community within the neighborhood that is currently collaborating on a neighborhood garden in the lot next to the mural.
4. A reported 15% decrease in vandalism within the neighborhood
5. Successful designed a mural concept from ideas and a mission developed by the local residence that gave the neighbor a new identity and pride and community.
6. Planned and marketed meetings that saw an increase of attendance and project involvement of 75% by the completion of project.

Any combination of these statements can be used on your resume depending on what skills or experience you want to emphasize.

****More examples in download section: SAMPLE ACCOMPLISHMENT STATEMENTS**