

Verbalizing Your Accomplishments on your Resume

ACCOMPLISHMENT STATEMENTS

- provide a summary of your skills and accomplishments, including the results of your actions.
- are evaluated by employers to determine whether you have the skill set required for the job.
- provide you with a much better awareness of the skills and abilities that will be the foundation for your job search and/or graduate school application.
- provide you with greater confidence in presenting yourself during the interview process.

TIPS FOR WRITING AN ACCOMPLISHMENT STATEMENT

Tip #1: Identify the essential skills and duties required for the position to which you are applying. Identify relevant skills and accomplishments in your background that relate to the position.

- Start by listing words or phrases for each accomplishment statement you are writing:
"wrote, edited, sports, LACC Citadel newspaper, football team rallies"
- Begin your phrase with past-tense verbs and organize the words into a statement:
"Wrote and edited a sports article, "Football Team Rallies", for the LACC Citadel newspaper."
- Try to avoid wordiness and unnecessary adjectives.
"Greeted parents and students for "Welcome Visitors Night" program, that provided an orientation to parents and new students to the high school.
Edited version: "Greeted parents and new students during new student orientation."

Tip #2: Answer the questions what, how, with whom, where and who, in order to make your sentence more comprehensive:

- "Conducted interviews." (What type of interview and what for?)
- "Conducted three one on one interviews." (With whom, for what purpose?)
- "Conducted three one-on-one informational interviews of business leaders with a team of 3 students; videotaped interviews for a classroom presentation."

Tip #3: Quantify your accomplishment statement by using a percentage, numbers, or size, if you can.

"Organized the 2017 Little Valley Marathon for Cancer - over \$10,000 raised."

Tip #4: Describe the results or benefits that came as a result of your work. First state the benefit to the employer and then what you did to accomplish that result.

"Increased student participation in orientation by 15% through a creative marketing strategy."

"Assisted raising \$5,000 for the Ski Club by selling tickets to a local charity event."

Tip #5: Combine two or more elements in an accomplishment: "Established a recycling program in the residence halls which increased environmental awareness and decreased the amount of trash by 10%."

CHECKLIST FOR ACCOMPLISHMENT STATEMENTS:

- Does your statement begin with an action word and is the statement true?
- Are the words and adjectives as descriptive as possible? Is the statement concise?
- Do the statements relate to the requirements of the position and are they listed in priority order.
- Are there any statements that you could quantify and/or show results?
- Can the reader form a clear picture of your involvement in the task?