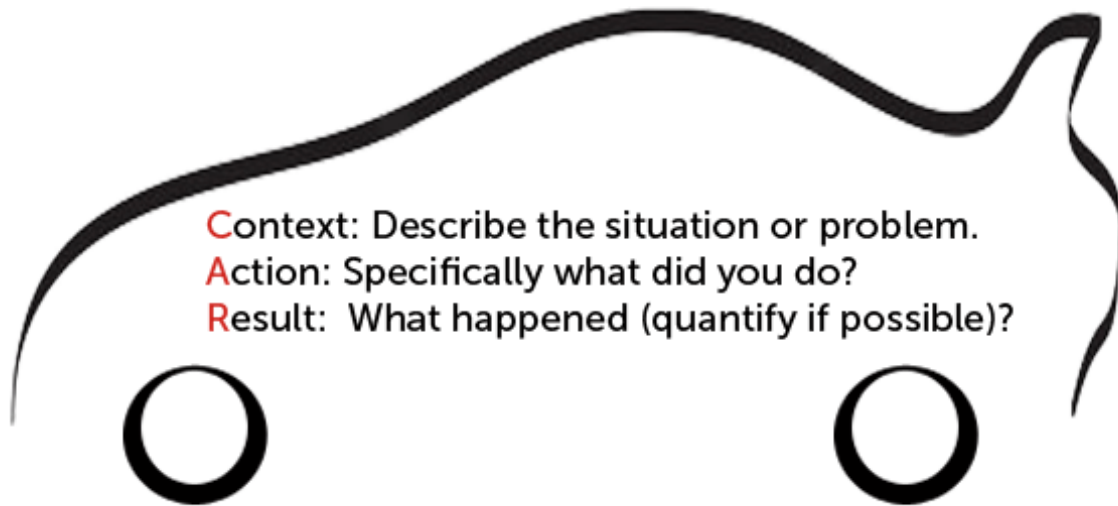


Writing Effective Accomplishment Statements

Use the CAR approach to build your statements. View the Action Verb List to help you.



Accomplishment Statement Examples

- Spearheaded publicity through active use of Social Media including Facebook, Twitter, and LinkedIn groups.
- Completed an original research project that resulted in a report and presentation to research scientists.
- Accurately entered confidential patient data.
- Wrote movie, theatre, and restaurant reviews for the weekly student-run newspaper with a circulation of 6,000+ readers.
- Designed a homepage and electronic mail distribution list to make information on upcoming events more accessible; efforts resulted in a 20% increase in member participation at club events.
- Managed retail outlet and increased sales volume by 10% in the first six months through promotions and display reorganisations.
- Began as Sales Associate and was promoted to Assistant Manager after five months.
- Collaborate with on-campus organisations to educate the campus community about social justice issues.

Writing Effective Accomplishment Statements

185 Action Verbs to use in your Accomplishment Statements

You Led a Project

If you were in charge of a project or initiative from start to finish, skip “led” and instead try:

1. Chaired
2. Controlled
3. Coordinated
4. Executed
5. Headed
6. Operated
7. Orchestrated
8. Organised
9. Oversaw
10. Planned
11. Produced
12. Programmed

You Envisioned and Brought to Life a Project

And if you actually developed, created, or introduced that project into your company? Try:

- | | |
|------------------|------------------|
| 13. Administered | 24. Formed |
| 14. Built | 25. Formulated |
| 15. Charted | 26. Implemented |
| 16. Created | 27. Incorporated |
| 17. Designed | 28. Initiated |
| 18. Developed | 29. Instituted |
| 19. Devised | 30. Introduced |
| 20. Founded | 31. Launched |
| 21. Engineered | 32. Pioneered |
| 22. Established | 33. Spearheaded |
| 23. Formalised | |

Writing Effective Accomplishment Statements

You Saved the Company Time or Money

Hiring managers love candidates who've helped a team operate more efficiently or cost-effectively. To show just how much you saved, try:

- 34. Conserved
- 35. Consolidated
- 36. Decreased
- 37. Deducted
- 38. Diagnosed
- 39. Lessened
- 40. Reconciled
- 41. Reduced
- 42. Yielded

You Increased Efficiency, Sales, Revenue, or Customer Satisfaction

Along similar lines, if you can show that your work boosted the company's numbers in some way, you're bound to impress. In these cases, consider:

- 43. Accelerated
- 44. Achieved
- 45. Advanced
- 46. Amplified
- 47. Boosted
- 48. Capitalised
- 49. Delivered
- 50. Enhanced
- 51. Expanded
- 52. Expedited
- 53. Furthered
- 54. Gained
- 55. Generated
- 56. Improved
- 57. Lifted
- 58. Maximised
- 59. Outpaced
- 60. Stimulated
- 61. Sustained

Writing Effective Accomplishment Statements

You Changed or Improved Something

So, you brought your department's invoicing system out of the Stone Age and onto the present? Talk about the amazing changes you made at your office with these words:

- | | |
|-------------------|------------------|
| 62. Centralised | 75. Remodelled |
| 63. Clarified | 76. Reorganised |
| 64. Converted | 77. Replaced |
| 65. Customised | 78. Restructured |
| 66. Influenced | 79. Revamped |
| 67. Integrated | 80. Revitalised |
| 68. Merged | 81. Simplified |
| 69. Modified | 82. Standardised |
| 70. Overhauled | 83. Streamlined |
| 71. Redesigned | 84. Strengthened |
| 72. Refined | 85. Updated |
| 73. Refocused | 86. Upgraded |
| 74. Rehabilitated | 87. Transformed |

You Managed a Team

Instead of reciting your management duties, like "Led a team..." or "Managed employees..." show what an inspirational leader you were, with terms like:

- | | |
|-----------------|-----------------|
| 88. Aligned | 98. Mobilised |
| 89. Cultivated | 99. Motivated |
| 90. Directed | 100. Recruited |
| 91. Enabled | 101. Regulated |
| 92. Facilitated | 102. Shaped |
| 93. Fostered | 103. Supervised |
| 94. Guided | 104. Taught |
| 95. Hired | 105. Trained |
| 96. Inspired | 106. Unified |
| 97. Mentored | 107. United |

Writing Effective Accomplishment Statements

You Brought in Partners, Funding, or Resources

Were you “responsible for” a great new partner, sponsor, or source of funding? Try:

- 108. Acquired
- 109. Forged
- 110. Navigated
- 111. Negotiated
- 112. Partnered
- 113. Secured

You Supported Customers

Because manning the phones or answering questions really means you’re advising customers and meeting their needs, use:

- 114. Advised
- 115. Advocated
- 116. Arbitrated
- 117. Coached
- 118. Consulted
- 119. Educated
- 120. Fielded
- 121. Informed
- 122. Resolved

You Researched

Did your job include research, analysis, or fact-finding? Mix up your verbiage with these words:

- | | |
|-----------------|-------------------|
| 123. Analysed | 130. Forecasted |
| 124. Assessed | 131. Identified |
| 125. Audited | 132. Interpreted |
| 126. Discovered | 133. Investigated |
| 127. Evaluated | 134. Mapped |
| 128. Examined | 135. Measured |
| 129. Explored | 136. Surveyed |

Writing Effective Accomplishment Statements

You Wrote or Communicated

Was writing, speaking, lobbying, or otherwise communicating part of your gig? You can explain just how compelling you were with words like:

- | | |
|-------------------|------------------|
| 137. Briefed | 146. Defined |
| 138. Campaigned | 147. Documented |
| 139. Co-authored | 148. Edited |
| 140. Composed | 149. Illustrated |
| 141. Conveyed | 150. Lobbied |
| 142. Convinced | 151. Persuaded |
| 143. Corresponded | 152. Promoted |
| 144. Counselling | 153. Publicized |
| 145. Critiqued | 154. Reviewed |

You Oversaw or Regulated

Whether you enforced protocol or managed your department's requests, describe what you really did, better, with these words:

- 155. Authorised
- 156. Blocked
- 157. Delegated
- 158. Dispatched
- 159. Enforced
- 160. Ensured
- 161. Inspected
- 162. Itemised
- 163. Monitored
- 164. Screened
- 165. Scrutinised
- 166. Verified

Writing Effective Accomplishment Statements

You Achieved Something

Did you hit your goals? Win a coveted department award? Don't forget to include that on your resume, with words like:

- 167. Attained
- 168. Awarded
- 169. Completed
- 170. Demonstrated
- 171. Earned
- 172. Exceeded
- 173. Outperformed
- 174. Reached
- 175. Showcased
- 176. Succeeded
- 177. Surpassed
- 178. Targeted