

# career guide

## writing accomplishment statements

An important part of writing a stand-out resume is to write masterful bullet points, known more formally as your accomplishment statements. These are short summaries (30 words or less) that describe **WHAT** you did, **HOW** you did it, and **WHY** it is relevant to your career profile. Follow the steps below to write your own!

### 1. Action Verb (WHAT)

This list will help you get started crafting articulate and focused bullet points. If you don't see the perfect word below, have no fear! Try using the synonym function in MS Word, our list of Action Verbs, or searching the internet for 'power verbs' to mix it up!

#### COMMUNICATION

Consulted, Contacted, Contributed, Deciphered, Demonstrated, Devised, Developed, Documented, Empowered, Encouraged, Evaluated, Facilitated

#### CREATIVE

Composed, Created, Customized, Designed, Developed, Directed, Founded, Illustrated, Initiated, Integrated, Introduced, Orchestrated, Performed, Planned

#### DETAIL ORIENTATION

Converted, Detailed, Documented, Edited, Examined, Finalized, Identified, Implemented, Installed, Investigated, Maintained, Measured, Monitored, Recorded

#### FINANCIAL

Administered, Allocated, Audited, Balanced, Collected, Computed, Consolidated, Contracted, Disbursed, Distributed, Earned, Evaluated, Purchased, Raised, Rated

#### RESEARCH

Analyzed, Collected, Compared, Concluded, Discovered, Examined, Extracted, Identified, Indexed, Interpreted, Interviewed, Measured, Reviewed, Summarized

#### TECHNICAL

Analyzed, Assembled, Built, Calculated, Computed, Constructed, Designed, Devised, Drafted, Installed, Launched, Maintained, Produced, Remodeled, Repaired

### 2. Specify/Quantify (HOW)

Quantifying and specifying your experience answers the "how" questions - how many, how often, how long, how much, etc. See some examples below:

- **Initiated** 75-100 outbound phone calls per shift to potential donors...
- **Re-organized** and maintained over 600 technical files...
- **Developed** a computer-based training program over the course of 6 weeks...
- **Identified** 10+ preferred vendors and established a new approval process for purchasing...

### 3. Result/Outcome (WHY)

The results and outcomes help make a clear connection between your experiences and your career profile / application.

- **Initiated** 75-100 outbound phone calls per shift to potential donors, **resulting in \$4,000 raised in donations during the Fall 2018 semester.**
- **Re-organized** and maintained over 600 technical files, **thereby reducing file search time by an average of 3 hours per week.**
- **Developed** a computer-based training program over the course of 6 weeks **that reduced learner study time by 25% and saved ~ \$800 in travel expenses per employee.**
- **Identified** 10+ preferred vendors and established a new approval process for purchasing, **reducing overall incidental expenses by 30%.**

