

Writing Accomplishment Statements

When crafting your resume, effective **accomplishment statements**, or the bullet points that describe your experiences in terms of the tasks that you completed, the skills that you enacted, and the outcomes that you obtained, make you shine. Hiring managers rely on these to better understand what you did and what you achieved, so the more concrete details you add, the better.

To write effective accomplishment statements, consider these three tips:

1. Begin with an **action verb** (note: use the root of verb for current experiences [e.g., *collaborate*] and simple past tense for past experiences [e.g., *collaborated*])
2. **Quantify** and **specify** your accomplishments
3. Mention the **results** or **purpose** of your actions

Before-and-after examples:

<u>Underdeveloped:</u>	<u>Developed:</u>
<ul style="list-style-type: none"> • Handled cash register • Assisted with coordination of conference 	<ul style="list-style-type: none"> • Counted register containing \$200-\$500 each shift to accurately ensure consistency with every transaction • Negotiated with conference facilities and monitored budget to reduce costs by 20%

Step-by-step examples:

1. **Collaborated...**
2. Collaborated **with 11 public health volunteers to seek donations from local businesses for an Alzheimer's awareness charity race...**
3. Collaborated with 11 public health volunteers to seek donations from local businesses for an Alzheimer's awareness charity race, **raising \$3,400 for Alzheimer's research**

1. **Organized...**
2. Organized **2,000+ patient records using Microsoft Excel...**
3. Organized 2,000+ patient records using Microsoft Excel **to streamline information and reduce the file search time by an average of two hours daily**