

Accomplishment Statement Assignment

ACCOMPLISHMENT STATEMENT ASSIGNMENT

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A common weakness found with undergraduate resumes is the absence of accomplishment statements. It's easy to write on a resume what you did in a particular job, but the more challenging part (and at times more important part) is telling the reader how good you are at what you did. This is done through accomplishment statements.

Accomplishment Statement Basics

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A well-formulated accomplishment statement has two parts:

- The results or benefits that came as a result of your work. These results/benefits should be stated in terms of the value added, and in as tangible and quantified a manner as possible.
- The action you took to achieve those benefits/results. (What steps you took or what techniques you used.)

The benefits you can expect from creating accomplishment statements include:

- Much better awareness of the skills and abilities that will be the foundation for your job search.
- Concrete credibility for everything you claim in the way of qualifications and abilities. You will have simple documentation of the value you can bring to an employer.
- Greater confidence in presenting yourself to potential employers. You will understand better that you are not "asking for a job," but rather you are offering a contribution to an employer.

Writing Accomplishment Statements

Identify Accomplishments

Consider accomplishments that demonstrate these three elements: the problem, actions, and results (PAR):

P = Problem, challenge or opportunity that existed

A = Action you took to solve the problem

R = Result or outcome of your efforts

Accomplishment Statement Assignment

Writing
Accomplishment
Statement

Always start with an action word.

- Good: "Responsible for leading team for classroom assignments."
- Stronger: "Directed team of 3 classmates to complete assignment on time."

Use colorful and unique action words.

- Good: "Started a new program."
- Stronger: "Created and implemented a new mentoring program with 80% participation of residents."

Avoid wordiness and unnecessary adjectives.

- "Coordinated 150 housing volunteers for the "Day In Our Shoes" program, which brings admitted students to campus for the day to learn about Scripps."
- "Provided training and mentoring to first year students through superior planning."
- "Organized "Teapot Exhibit" for 30 artists presenting interesting work."

Attempt to quantify at all times.

- "Handled \$1,000 in transactions on a weekly basis."
- "Routed over 100 calls daily to a Annual Giving staff of 10."
- "Planned 3 campus-wide teas per semester."

When different elements are significant to the accomplishment, put them all in one accomplishment.

- "Developed relationship with a local merchant, which increased food offerings at the student-run Motley Coffeehouse and doubled profits."
- "Established recycling program in the residence halls which increased environmental awareness and decreased amount of trash by 10%."
- "Researched new investment opportunities that increased the Scripps holdings by 100% while maintaining the integrity of SIF."

State first the benefit to the employer and then what you did to accomplish that result.

- Good: "Developed a marketing strategy that Increased student involvement by 15%."
- Stronger: "Increased student involvement by 15% through a

Accomplishment Statement Assignment

creative marketing strategy."

Style Tips

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- Examine the accomplishment statement for word accuracy; whenever possible, use a simpler word in place of a longer or more obscure word.
- Make sure that every word you use means what you think it means.
- Be yourself.
- Avoid empty words and phrases like "basically," "really," "goals and dreams."
- Use active verbs whenever possible. Go through your essay and circle every form of "to be" that you find ("is", "are", "were", etc). Substitute more active verbs.
- Avoid predictable (and stereotypical essay phrases) such as "I learned a lot," "I learned to work with others," "It was a fun and challenging experience," or "I learned that everyone is different," etc.
- Avoid using clichés and proverbs, or other over-used phrases from literary sources. They detract from the freshness of your essay.
- Use a normal, 10-12 point font to type your essay. Don't type in all italics, or in bold, or in an unusual font size. Avoid fancy font types—they are difficult to read.