

Writing Accomplishment Statements

Accomplishment statements describe your achievements in the experience section of your resume.

APR (Action + Problem/Project + Result)

Think of a project you completed or problem you solved during a job or volunteer experience. Choose an action verb that describes your approach. Then describe the results you achieved, quantifying results when possible.

e.g. Coordinated + three fundraising events for local shelters + which raised more than \$8,000 (20% over goal) and greatly improved community awareness.

Action Verbs

Adapted	Delegated	Fostered	Observed	Screened
Administered	Delivered	Founded	Operated	Selected
Advised	Demonstrated	Generated	Organized	Served
Analyzed	Designed	Guided	Participated	Set up
Applied	Determined	Harnessed	Performed	Sold
Arranged	Developed	Illustrated	Persuaded	Solved
Assisted	Directed	Implemented	Planned	Streamlined
Balanced	Earned	Improved	Prepared	Structured
Billed	Edited	Innovated	Presented	Supervised
Briefed	Eliminated	Instructed	Produced	Supported
Carried out	Enabled	Introduced	Programmed	Surpassed
Communicated	Enforced	Invented	Provided	Surveyed
Compiled	Enhanced	Launched	Published	Targeted
Completed	Established	Led	Received	Taught

Computed	Evaluated	Maintained	Recommended	Teamed with
Conducted	Expanded	Managed	Reduced	Tested
Controlled	Expedited	Mastered	Reorganized	Trained
Coordinated	Facilitated	Mediated	Reviewed	Tripled
Created	Filed	Monitored	Revised	Utilized
Defined	Formed	Negotiated	Scheduled	Wrote