

# ACCOMPLISHMENT STATEMENTS AND ACTION VERBS

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

## APR (ACTION + PROBLEM/PROJECT = RESULT)

Think of a project you completed or a 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.

 *Go from Meh to Super Star!*

“Coordinated events”

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

## GET CREATIVE

Choose words that add POWER to your statements!

### YOU OVERSAW OR MANAGED OTHERS' ACTIVITIES

Delegated  
Ensured  
Inspected  
Enforced  
Verified

### YOU ENVISIONED, CREATED, AND LAUNCHED A PROJECT

Engineered  
Established  
Formalized  
Implemented  
Spearheaded

### YOU INCREASED EFFICIENCY, SALES, OR SATISFACTION

Accelerated  
Boosted  
Expanded  
Generated  
Maximized

### YOU MADE AMAZING CHANGES OR IMPROVEMENTS

Centralized  
Refined  
Revitalized  
Streamlined  
Transformed

### YOU MANAGED A TEAM

Aligned  
Cultivated  
Facilitated  
Fostered  
Shaped

### YOU BROUGHT IN NEW PARTNERS, FUNDING, OR RESOURCES

Acquired  
Forged  
Navigated  
Negotiated  
Secured

### YOU SUPPORTED CUSTOMERS

Advised  
Advocated  
Coached  
Consulted  
Resolved

### YOU KNOW HOW TO ROCK YOUR RESEARCH

Analyzed  
Evaluated  
Forecasted  
Interpreted  
Investigated

### YOU WROTE OR COMMUNICATED

Authored  
Conveyed  
Documented  
Persuaded  
Publicized

### YOU LED A PROJECT

Executed  
Orchestrated  
Organized  
Produced  
Programmed

### YOU ACHIEVED SOMETHING

Attained  
Demonstrated  
Exceeded  
Outperformed  
Surpassed