

## Accomplishment Statements

### What are Accomplishment Statements?

Accomplishment statements describe your job duties in a way that elaborates on the most important information for an employer. They answer the question “what is most relevant about the duties of the job?” as it related to the positions for which you are applying.

### Why Should You Use Them?

- Employers spend a very short time when they skim your resume. They usually don’t spend a long time to consider which parts of your experience(s) are relevant to them.
- Many employers use Applicant Tracking Systems which search for keywords.

### These statements:

- Are written in the bullet points for each position of your experience section.
- Showcase the impact you had in a role.
- Provide evidence of a skill that the employer requires.

### How do I write one?

- Review the key skills that you prioritized using the Positions Requirements Analysis Tool.
- Think about the skill you’re trying to provide evidence for, and the experience you want to share with an employer.
- Write out this experience with the following three components:  
**Action Verb** (related to a skill) + **Scope** (explain the action verb/quantify where you can) + **Result / Benefit** (quantity or quality)

### Example

- **Job Requirements:** strong written communication skills to draft e-mails for multiple stakeholders in a timeline manner.
- **My Match:** as an Orientation Leader, I wrote e-mails to vendors, staff members, and other support staff ensuring information was accurate and delivered on-time.
- **Action Verb:** Draft (action word that showcases communications skills relevant to the job).
- **Scope:** multiple e-mails per day to three different stakeholders (i.e. vendors, staff members and student staff about orientation logistics).
- **Result/Benefit:** The right information was shared accurately and on-time.

**Accomplishment:** Drafted multiple emails each day to vendors, staff and student staff to provide details on orientation needs and logistics ensuring accurate information was shared on-time.

## Quantifiable Results in Accomplishment Statements

There are many ways to demonstrate results and accomplishments. Some of the more obvious ways are to include specific statistics when they are available. Examples of these include:

- **Quantify +/- of key measures:** Increased attendance by 25%
- **Marks and Evaluations:** Received a grade of A
- **Quotas:** Met or exceeded monthly sales target by 25%

Frequently the accomplishments can't be quantified using numbers, however, you can still demonstrate them. Here are a few examples:

- **Qualify:** Resulting in a more organized working environment
- **Recommended:** Recommended new method of... (even better if implemented)
- **Initiated:** Founded and launched a new student club ...
- **Feedback:** Received positive feedback from managers on ability to...
- **Promotions:** Promoted to store key holder within x months due to...
- **Quotas:** Met or exceeded monthly sales target

### Resources

- Resume and Cover Letter Toolkit on the Career Centre website which includes worksheets and samples.
- Resume and cover letter critiques (available by appointment).
- Employment Strategy Appointments.
- Career Counselling Appointments.

### Steps to Building Accomplishment Statements

1. Review the job description using the 'Position Requirements Analysis Tool'.
2. Look at your experiences and answer the question "what is most relevant about this role as it relates to the position for which you are applying?"
3. When you are writing the descriptions of your positions, begin with the action verb/skill at the front of the first bullet point that describes the most important skill (s) you identified. For example, if you are trying to demonstrate writing skills, begin with "wrote" in the beginning of the first bullet point. (Please see the Action Verbs list on the Career Centre website for some samples.)
4. Using the Building Accomplishment Statements Tool (last page), provide details about the scope of the duties and any accomplishments
5. Repeat as necessary for several points per position

### Building Accomplishment Based Statements

<b>Example from your Experience</b>	<b>Action Verb</b> <small>(Related to a key skill employer is seeking)</small>	<b>Scope</b> <small>(Explain your action; quantify where you can)</small>	<b>Result / Benefit</b> <small>(Quantity/Quality)</small>

If you have any questions, please feel free to visit us at the Student Services Hub, Davis Building.