

Accomplishment Statements

Accomplishment statements are an effective way to describe professional experience on your resume. You can write accomplishment statements for any kind of professional experience, including paid work, volunteer work and projects. Aim to describe each relevant position using three to five accomplishment statements. Typically, each accomplishment statement will be listed with a bullet point under the corresponding position. Use this formula to write resume bullet points that showcase your skills, contributions and achievements.

Action Verb + Example = Result

Action Verb

Begin each bullet point with a strong verb showing the action you took. Choose a specific, descriptive word. For example, the word “worked” adds no new information—by definition, you worked at your job! See the list of suggested action verbs in this guide.

Example

Use an example to illustrate your action. Tell us a little more about what you did. Be specific. Quantify your accomplishments whenever possible.

Result

What was the outcome of your action? Explain how what you did contributed to the mission and operation of the organization.

How to Write Accomplishment Statements

Step 1. Job Duties. First, make a list of duties and tasks for each of your positions. Include anything that comes to your mind. Then, choose the three to five job duties most relevant for the current application.

Step 2. Choosing an Action Verb. Start with one job duty, and select an action verb to describe it. Choose a strong word that highlights what you did. Think about how this task has prepared you for your next job. The word you choose should be tailored to the position you are now seeking. See the list in this guide for suggested action verbs.

Step 3. Adding Examples. Now you are ready to elaborate on that job duty with examples. Use specific details to demonstrate what you did. Quantify whenever possible. Again, keep in mind the position you are seeking now.

Step 4. Stating Results. Finally, state the results. Always include the outcome of your action. This is another place to quantify whenever possible.

Examples

Here are examples of accomplishment statements written using the four-step process explained above. In each case, we use the candidate's current goal to decide how to describe each job duty. In step 1, we select one relevant job duty. In step 2, we use an action verb to describe the job duty in specific, professional language. In step 3, we add examples to illustrate the job duty in practice. Finally, in step 4, we state the outcome of the action. The complete statement in step 4 would become one bullet point on the candidate's resume.

Candidate applying for a position requiring excellent organization.

Step 1. Job Duty: Answered phones.

Step 2. Choosing an Action Verb: Operated multiline phone system.

Step 3. Adding Examples: Operated multiline phone system, transferring and prioritizing calls.

Step 4. Stating Results (Finished Bullet Point):

- Operated multi-line phone system, transferring and prioritizing calls to ensure efficient operation of office.

Candidate applying for a position in early childhood education.

Step 1. Job Duty: Babysat.

Step 2. Choosing an Action Verb: Provided childcare.

Step 3. Adding Examples: Provided care for three children, ages 18 months to 9 years, including healthy meals and educational activities.

Step 4. Stating Results (Finished Bullet Point):

- Provided care for three children, ages 18 months to 9 years, including healthy meals and educational activities, resulting in a supportive and enriching after-school experience.

Candidate applying for a position that requires excellent communication skills and the ability to work under pressure.

Step 1. Job Duty: Worked as a barista.

Step 2. Choosing an Action Verb: Delivered excellent customer service.

Step 3. Adding Examples: Delivered excellent customer service in a fast-paced café setting.

Step 4. Stating Results (Finished Bullet Point):

- Delivered excellent customer service in a fast-paced café setting, assisting 100+ customers in a typical shift.

A	Communicated	Effected	Guaranteed	Knew
Accomplished	Compiled	Eliminated	Guided	
Achieved	Completed	Enabled		L
Acted	Composed	Encouraged	H	Labeled
Adapted	Conceptualized	Enforced	Handled	Landed
Added	Conducted	Engineered	Headed	Launched
Adjusted	Configured	Enhanced	Helped	Learned
Administered	Conserved	Ensured	Hired	Lectured
Advanced	Consolidated	Equipped	Honed	Led
Advertised	Constructed	Established	Hosted	Liaised
Advised	Consulted	Estimated		Licensed
Advocated	Contacted	Evaluated	I	Lifted
Aided	Contributed	Examined	Identified	Listened
Allocated	Controlled	Executed	Illustrated	Lobbied
Analyzed	Converted	Exercised	Implemented	Located
Appraised	Convinced	Exhibited	Improved	Logged
Approved	Cooperated	Expanded	Improvised	
Arranged	Coordinated	Expedited	Incorporated	M
Assembled	Corrected	Explained	Increased	Made
Assessed	Counseled	Explored	Influenced	Maintained
Assisted	Counted	Extended	Informed	Managed
Attained	Created		Initiated	Manufactured
Audited	Cultivated	F	Innovated	Marketed
		Fabricated	Inquired	Mastered
B	D	Facilitated	Inspected	Maximized
Balanced	Debugged	Figured	Inspired	Measured
Bargained	Decided	Filed	Installed	Mediated
Boosted	Defined	Finalized	Instituted	Mentored
Briefed	Delegated	Financed	Instructed	Merchandised
Budgeted	Delivered	Fixed	Integrated	Merged
Built	Demonstrated	Focused	Interfaced	Migrated
	Designed	Forecasted	Interpreted	Minimized
C	Detected	Formulated	Interviewed	Mobilized
Calculated	Determined	Fostered	Introduced	Modeled
Cared for	Developed	Founded	Invented	Moderated
Catalogued	Devised	Fulfilled	Inventoried	Modified
Categorized	Diagnosed	Functioned	Invested	Monitored
Centralized	Directed	Furnished	Investigated	Motivated
Chaired	Discovered			Moved
Championed	Displayed	G	J	
Changed	Distributed	Gained	Joined	N
Charted	Documented	Gathered	Judged	Named
Checked	Drafted	Generated	Juggled	Navigated
Clarified	Drove	Governed	Justified	Negotiated
Classified		Graded		Netted
Coached	E	Granted	K	Networked
Collaborated	Earned	Graphed	Kept	
Collected	Edited	Grew	Keynoted	O
Combined	Educated	Grossed	Kindled	Observed

Obtained
Offered
Opened
Operated
Optimized
Orchestrated
Ordered
Organized
Oriented
Originated
Outlined
Overcame
Overhauled
Oversaw

P
Participated
Perfected
Performed
Persuaded
Photographed
Piloted
Pinpointed
Pioneered
Placed
Planned
Played
Positioned
Posted
Prepared
Prescribed
Presented
Preserved
Priced
Prioritized
Processed
Procured
Produced
Programmed
Projected
Promoted
Proofread
Proposed
Protected
Proved
Provided
Publicized
Published
Purchased

Q
Qualified
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Questioned
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R
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Recommended
Reconciled
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Recruited
Redesigned
Reduced
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Referred
Refined
Regulated
Rehabilitated
Related
Remodeled
Removed
Rendered
Reorganized
Repaired
Replaced
Reported
Represented
Researched
Reshaped
Resolved
Responded
Restored
Restructured
Retained
Retrieved
Revamped
Reviewed
Revised
Revitalized
Routed

S
Satisfied
Saved
Scheduled
Screened
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Secured
Selected
Separated
Served
Serviced
Set up
Simplified
Simulated
Sold
Solicited
Solved
Spearheaded
Specialized
Specified
Spoke
Staffed
Standardized
Started
Strategized
Streamlined
Strengthened
Structured
Studied
Succeeded
Suggested
Summarized
Supervised
Supplied
Supported
Surpassed
Surveyed
Synchronized
Synthesized
Systematized

T
Tackled
Tailored
Targeted
Taught
Tested
Totaled

Tracked
Trained
Transcribed
Transferred
Transformed
Translated
Transmitted
Transported
Traveled
Treated
Triumphed
Troubleshoot
Tutored

U
Uncovered
Undertook
Underwent
Unified
United
Updated
Upgraded
Utilized

V
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Valued
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Visualized
Volunteered

W
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Welcomed
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