

Creating Your Accomplishment Statements

The Formula

To create your accomplishment statements use the formula (results created + transferable skills used). Refer to the following table and verb/skill lists below for ideas and word use.

Accomplishment Statements Table

Accomplishment Verb with result	Transferable Skill describing what skill-set you used	Quantify the scope of what you did
<i>Examples</i>	<i>Examples</i>	<i>Examples</i>
Generated over 35,000 unique hits per month	by developing and managing	a 200 page, active server commercial site within 6 months of going live.
Increased annual sales by 55%	through gathering and analyzing data to develop and implement a new marketing campaign	raising sales from \$11 million to \$17 million in three years.
Saved \$10,000 annually	by developing an innovative, cost-effective concept in project management through	assigning the design engineering to outside contractors.
Surpassed quality control standards	through implementing	ISO training programs for 650 production employees.

Accomplishment Verbs – Identify the Results Created

Some action verbs are more result oriented than others. Key verbs to express at the start of your accomplishments are:

- Attained
- Exceeded
- Eliminated
- Increased
- Decreased
- Maximized
- Minimized
- Reduced
- Saved
- Surpassed
- Improved
- Created
- Generated
- Enhanced
- Optimized
- Established

Transferable Skill Verbs

Below are action words typically used to describe work tasks and skills. Please use applicable verbs for each accomplishment statement.

Communication Skills

- Addressed
- Arbitrated
- Arranged
- Authored
- Discussed
- Edited
- Followed up
- Formulated
- Mediated
- Moderated
- Negotiated
- Persuaded
- Publicized
- Recruited
- Renegotiated
- Reported



- Collaborated
- Communicated
- Conferred
- Debated
- Directed
- Fostered
- Influenced
- Interpreted
- Lectured
- Listened
- Presented
- Problem Solved
- Promoted
- Proposed
- Satisfied
- Spoke
- Summarized
- Translated
- Wrote

Problem-Solving / Reasoning / Creativity

- Adjusted
- Built
- Composed
- Created
- Established
- Explained
- Facilitated
- Familiarized
- Fashioned
- Founded
- Generated
- Guided
- Illustrated
- Implemented
- Improved
- Informed
- Initiated
- Innovated
- Instructed
- Integrated
- Introduced
- Invented
- Launched
- Motivated
- Persuaded
- Presented
- Proposed
- Provided
- Reconciled
- Released
- Sparked
- Stressed
- Translated

Analytical / Research / Financial Skills

- Accumulated
- Adjusted
- Administered
- Allocated
- Analyzed
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Catalogued
- Compared
- Compiled
- Computed
- Developed
- Estimated
- Gathered
- Identified
- Investigated
- Manipulated
- Originated
- Performed
- Planned
- Prepared
- Projected
- Redesigned
- Revitalized
- Shaped
- Simplified
- Stipulated
- Streamlined
- Succeeded
- Transformed
- Unified

Management Skills

- Accelerated
- Accomplished
- Achieved
- Administered
- Analyzed
- Approved
- Assigned
- Attained
- Authorized
- Completed
- Consolidated
- Contracted
- Controlled
- Coordinated
- Delegated
- Demonstrated
- Developed
- Directed
- Eliminated
- Enforced
- Ensured
- Evaluated
- Expanded
- Forecasted
- Foresaw
- Headed
- Hired
- Improved
- Increased
- Instituted
- Interviewed
- Justified
- Led
- Managed
- Organized
- Oversaw
- Planned
- Presided
- Prioritized
- Problem Solved
- Produced
- Purchased
- Recognized
- Recommended
- Regulated
- Reorganized
- Resolved
- Responded
- Reviewed
- Revised
- Scheduled
- Selected
- Strengthened
- Supervised
- Viewed

Mentoring / Leadership Skills

- Adapted
- Advised
- Amended
- Clarified
- Coached
- Delivered
- Developed
- Encouraged
- Evaluated
- Explained
- Influenced
- Informed
- Instructed
- Introduced
- Motivated
- Shaped
- Referred
- Rehabilitated
- Responded
- Settled

- Conducted
- Consulted
- Convinced

- Facilitated
- Familiarized
- Guided

- Persuaded
- Provided
- Recognized

- Taught
- Trained

Operational Planning / Organizing Skills

- Achieved
- Acquired
- Activated
- Amended
- Applied
- Approved
- Arranged
- Classified
- Collected
- Compiled
- Constructed
- Coordinated
- Corresponded

- Dispatched
- Established
- Executed
- Expedited
- Forecasted
- Foresaw
- Gathered
- Improvised
- Indexed
- Inspected
- Merged
- Modulated
- Monitored

- Operated
- Organized
- Prepared
- Projected
- Purchased
- Rectified
- Renovated
- Solved
- Sorted
- Spearheaded
- Specified
- Supported
- Systematized

- Tabulated
- Tended
- Traced
- Tracked
- Traded
- Transferred
- Uncovered
- Unearthed
- Unravelled
- Utilized
- Validated
- Verified
- Withdrew

Technical Skills / Computer Skills

- Activated
- Applied
- Assembled
- Built
- Calculated
- Computed
- Constructed

- Converted
- Designed
- Devised
- Diagnosed
- Engineered
- Fabricated
- Installed

- Launched
- Maintained
- Mechanized
- Operated
- Overhauled
- Programmed
- Remodelled

- Renovated
- Repaired
- Serviced
- Solved
- Upgraded
- Widened

Other Skills

- Defined
- Determined
- Examined
- Exceeded
- Extracted
- Finalized
- Gathered

- Increased
- Investigated
- Judged
- Learned
- Observed
- Participated
- Perceived

- Questioned
- Recognized
- Reduced
- Rendered
- Replayed
- Researched
- Satisfied

- Settled
- Stimulated
- Studied
- Synthesized
- Tended
- Troubleshoot
- Viewed