

Accomplishment Statement Worksheet

Aim to balance your statements so that they provide a broad and balanced picture of your skill set. Plan to present between three to six statements per job, ideally reflecting your most noteworthy achievements. For the purposes of the one-page resume, you may need to reduce the number of accomplishments listed in order to keep within the one-page length.

Position: _____

	<i>Accomplishment Verb</i>	<i>Transferable Skills Used</i>	<i>Scope of Action</i>
1			
2			
3			
4			
5			
6			

Position: _____

	<i>Accomplishment Verb</i>	<i>Transferable Skills Used</i>	<i>Scope of Action</i>
1			
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	<i>Accomplishment Verb</i>	<i>Transferable Skills Used</i>	<i>Scope of Action</i>
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	<i>Accomplishment Verb</i>	<i>Transferable Skills Used</i>	<i>Scope of Action</i>
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