

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
- Discussed
- Mediated
- Publicized

- Arbitrated
 - Arranged
 - Authored
 - Collaborated
 - Communicated
 - Conferred
 - Debated
 - Directed
- Edited
 - Followed up
 - Formulated
 - Fostered
 - Influenced
 - Interpreted
 - Lectured
 - Listened
- Moderated
 - Negotiated
 - Persuaded
 - Presented
 - Problem Solved
 - Promoted
 - Proposed
- Recruited
 - Renegotiated
 - Reported
 - 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
- Conducted
- Consulted
- Convinced
- Delivered
- Developed
- Encouraged
- Evaluated
- Explained
- Facilitated
- Familiarized
- Guided
- Influenced
- Informed
- Instructed
- Introduced
- Motivated
- Persuaded
- Provided
- Recognized
- Shaped
- Referred
- Rehabilitated
- Responded
- Settled
- 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
- Unravalled
- 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