

Accomplishment Statements

Making the most of your achievements



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ACCOMPLISHMENT STATEMENTS

- Help you assess the kinds of things you like to do, using the skills you like to use.
- Provide you with powerful self-marketing tools.
- Reflect the kind of skills you enjoy using.
 - You wouldn't want someone to hire you to do things you don't enjoy doing!

THE BASICS

- Accomplishment statements *begin with a verb*, generally in the past tense, which describes the action we have taken in an implied situation.
- They *conclude with a result*, if one is available. They can be broad or highly specific, depending on what you want your prospective employers to know.



EXAMPLES

1. Conducted assessments in a resource room, which enabled the teachers and parents to determine their children's progress.
2. Co-facilitated a new employee orientation, resulting in improved levels of new employee integration into company.
3. Conducted lab tests on water, which helped customers know if their water was safe to drink.
4. Proofread and edited articles, resulting in a high degree of accuracy.
5. Collaborated with a team on a major project to shorten delivery time, completing the project in a timely fashion and accomplishing project goals.
6. Flexibly handled multiple projects at the same time, leading to improved office efficiency.
7. Listened to parent's concerns about her child's behavior, and collaborated with her to develop a behavior plan, which led to improved behavior.

WHERE TO BEGIN?

- It is often helpful to start by identifying the skills you do well and most enjoy using, and then thinking about situations where you have used them.
- Some people just like to start writing, thinking about everything they have done that they have enjoyed.
- Most of your accomplishment statements should come from your work experiences - both paid and unpaid.
 - But you need not limit yourself to them.

SKILLS

Note: these skills end in ing. When writing your accomplishment statements, use the verb form in the past tense.

DELEGATING

Controlling

~~Formulating~~

Performing

Managing

IMPROVING

Editing

Analyzing

Mentoring

Surveying

Trouble shooting

Persuading

Create a list of your own skill sets.

For more action verbs visit: www.usm.maine.edu/success
and click on *Career Investigation*.

Accomplishment statements can be used in cover letters, resumes, and during interviews.

**Need assistance in creating your statements?
Contact a Student Success Center**

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