

RESUME DEVELOPMENT – WRITING ACCOMPLISHMENT STATEMENTS

The goal of accomplishment statements is to prove your effectiveness and value as an employee or potential student. Showing how you have helped previous employers or organizations demonstrates that you will be valuable as well.

LET'S GET STARTED

1. Highlight **3-5** of your main responsibilities and accomplishments in each role listed on your resume.
2. Begin by asking yourself:
 - What problems did I solve?
 - What benefits did I bring to my team, customers, and the organization?
 - How do I know I was successful in my job?
3. Also consider asking the **Ws***:
 - **What** (what was the action/what was the benefit?)
 - **Where** (where did my actions take place? was it a multi-city, or international project?)
 - **When** (how long did my work take? was I speedy and efficient? did I successfully manage tight deadlines?)
 - **Why** (what goals did I achieve? what was the purpose of my actions? what may have been the result if I didn't take action?)
 - **How** (what software or tools did I use? what skills or problem-solving did I use?)
 - **How many** (did I generate or save money for my organization? how many people did I serve? was I working with multiple stakeholders?)

** You do not need to include all of these details for each bullet point, though answering these questions can help you discover some important details about your accomplishments that you may have otherwise overlooked.*

TRY THE CAR METHOD

It stands for: **Challenge, Action, Result**. Answering these questions can highlight your ability to problem solve and achieve goals. Try answering the following 3 questions to build your accomplishment statements:

- 1) What was the challenge, problem, or context?
- 2) What action did I take? What skills do my actions display?
- 3) What were the results of my actions?

CAR STATEMENT EXAMPLE

Alli is currently an office assistant looking for work as a project coordinator.

Challenge	Action	Result
Alli was asked to research locations for the new office of her company (of 150 employees).	She conducted a survey with employees to understand team needs, analyzed locations of public transportation and food hubs, and created spreadsheets including potential rental and misc. costs.	The company saved \$40,000 annually on rental costs and employee morale increased with new office location near a train station and park.

Alli's **CAR Statement** would be: "Led a project to move office locations for 150 employees, resulting in rental costs savings of \$40,000 annually and increased employee morale with new location."

TIPS

- Review your previous performance reviews and see if there are any important accomplishments to include.
- Review the responsibilities and requirements of the job description, and consider examples you have done in your previous roles.

TRY IT! Using the **CAR method**, practice writing some accomplishment statements below:

Challenge:	
Action:	
Result:	
Accomplishment Statement:	