

### Accomplishment Statements Guide – Tips for Selling Your Achievements

Effective resumes use statements (bullet points) that are accomplishment driven. When writing a resume, it is important to not only explain what you were required to do in your work (job description), but also expand on your success. Your past experiences (internships, part-time work, full-time work, service learning/volunteer projects) should enlighten future employers on what you bring to the organization.

#### IDENTIFY YOUR ACHIEVEMENTS USING THE C.A.R. APPROACH:

If you are having a hard time identifying what your accomplishments are, try the C.A.R. approach.

- **C- Challenge**
  - What challenge existed in the workplace?
    - EX: No record keeping system for all the sales/orders that came in
- **A-Action**
  - What action did you take to resolve the problem?
    - EX: Developed an electronic submission form and organized a two-step process for the sales representatives to use on future orders
- **R-Results**
  - What were the beneficial results of your action?
    - EX: Company order got processed 40% faster

Now, you have an accomplishment statement:

- Increased order process by 40% by developing an electronic submission form and two-step process for record keeping on sales/orders

#### ACTION VERBS

Every statement should start with an action verb. What action did you take to solve the problem?

We have a complete action verb list on our website that is a great resource for helping come up with action verbs.

#### SOME QUESTIONS TO ASK YOURSELF:

To help list your accomplishments, here are some questions that you can answer for each of your former jobs:

- Have you ever increased or reduced costs for an employer?
- Have you ever created a new procedure or initiated something as a campus leader?
- Did you prevent a problem or help fix a problem?
- How did you go above and beyond what was asked of you according to your job description?
- What tangible evidence do you have of your accomplishments – publications, awards, writing samples?

#### MORE EXAMPLES:

- Initiated and launched a campus-wide campaign that resulted in the collection of 2000 pounds of non-perishable good for needy families in the Rock Hill area
- Implemented the use of social networking sites (Twitter and Facebook), which led to an increase in student participation at events by an average of 20%
- Served as a mentor to 18 first-year students