Creating Accomplishment Statements

Accomplishment statements tell the story of what you did during your experiences. What did you do? How did you do it? What results did you get? Accomplishment statements should be short (1-2 lines max) and to the point.

**Accomplishment Statement Examples**

- Created 7 process production sheets, produced CAD drawings and collaborated with 3 production engineers achieving a 30% increase in cycle time
- Designed and built Baja SAE car with a 5 member team that placed 1st in the 2012 Endurance Race
- Organized and managed Registration Day Breakfast event for 300 residents including food purchasing, preparation and meal service, receiving outstanding event evaluations
- Planned and organized bi-monthly programs for 300+ residents to increase campus involvement and foster a welcoming, safe and collaborative community
- Led activities for 25 middle school children at a week-long family camp program ensuring children were socially, creatively, and physically engaged

**Accomplishment Statements Start with an Action Verb**

<table>
<thead>
<tr>
<th>Communication / Interpersonal Skills</th>
<th>Conveyed</th>
<th>Expressed</th>
<th>Mentored</th>
<th>Related</th>
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### Helping / Teaching Skills
- Advocated
- Critiqued
- Expedited
- Instructed
- Taught
- Aided
- Demonstrated
- Explained
- Insured
- Referred
- Answered
- Diagnosed
- Facilitated
- Interacted
- Rehabilitated
- Assisted
- Educated
- Familiarized
- Intervened
- Represented
- Comfort
- Emphasized
- Focused
- Involved
- Simplified
- Coached
- Enabled
- Fostered
- Lectured
- Supplied
- Collaborated
- Encompassed
- Furthered
- Prevented
- Supported
- Communicated
- Encouraged
- Guided
- Provided
- Tested
- Contributed
- Enforced
- Helped
- Served
- Trained
- Cooperated
- Enhanced
- Individualized
- Simulated
- Transmitted
- Coordinated
- Enlightened
- Informed
- Stimulated
- Tutored
- Counseled
- Evaluated
- Instilled
- Stressed
- Volunteered

### Management / Leadership Skills
- Achieved
- Controlled
- Hired
- Navigated
- Reported
- Administered
- Decided
- Improved
- Negotiated
- Restored
- Appointed
- Delegated
- Implemented
- Oversaw
- Reviewed
- Assigned
- Directed
- Increased
- Presided
- Scheduled
- Attained
- Eliminated
- Initiated
- Prioritized
- Secured
- Authorized
- Enforced
- Instituted
- Produced
- Selected
- Chaired
- Enhanced
- Led
- Recommended
- Streamlined
- Considered
- Established
- Managed
- Reconciled
- Strengthened
- Consolidated
- Evaluated
- Maximized
- Regulated
- Supervised
- Consulted
- Executed
- Merged
- Reorganized
- Terminated
- Contracted
- Handled
- Motivated
- Replaced
- Yielded

### Organizational Skills
- Approved
- Distributed
- Ordered
- Recorded
- Specified
- Arranged
- Documented
- Organized
- Reserved
- Submitted
- Catalogued
- Executed
- Outlined
- Responded
- Supplied
- Categorized
- Filed
- Prepared
- Retrieved
- Standardized
- Charted
- Implemented
- Prioritized
- Revised
- Systematized
- Classified
- Incorporated
- Processed
- Routed
- Tabulated
- Compiled
- Inspected
- Provided
- Scheduled
- Transformed
- Corresponded
- Logged
- Purchased
- Screened
- Updated

### Research Skills
- Analyzed
- Conducted
- Explored
- Investigated
- Searched
- Ascertained
- Correlated
- Extracted
- Located
- Summarized
- Catalogued
- Detected
- Extrapolated
- Measured
- Surveyed
- Charted
- Discovered
- Gathered
- Monitored
- Systematized
- Clarified
- Dissected
- Identified
- Observed
- Tested
- Coded
- Evaluated
- Inspected
- Organized
- Utilized
- Collected
- Examined
- Interpreted
- Researched
- Validated
- Compared
- Experimented
- Interviewed
- Reviewed
- Verified

### Technical Skills
- Applied
- Devised
- Modified
- Regulated
- Specialized
- Assembled
- Engineered
- Operated
- Remodeled
- Standardized
- Built
- Expanded
- Overhauled
- Repaired
- Studied
- Constructed
- Fabricated
- Printed
- Replaced
- Trained
- Converted
- Fortified
- Programmed
- Restored
- Upgraded
- Debugged
- Installed
- Rectified
- Simulated
- Utilized