

Accomplishment Statements

WHAT ARE ACCOMPLISHMENT STATEMENTS?

- Describe your accomplishments more than simply listing the tasks and duties performed
- Begin with a technical skill, transferable skill or responsibility and finish with describing How, Why or How Well you demonstrated it
- Provide proof of your ability and understanding of your role
- Accomplishments statements will allow you to avoid generic, unspecific and over-used language

Verb & Skill

How/ Why/ How Well

<p>Generic: Strong interpersonal skills</p> <p>Detailed: Developed rapport quickly with clients</p>	<p>How: By maintaining a pleasant and professional demeanor upon first impression</p> <p>Why: To better understand a client's needs and intent</p> <p>How Well: That resulted in our location becoming the primary locale for 3 prestigious companies</p>
<p>Generic: Strong sales ability</p> <p>Detailed: Developed strong product knowledge</p>	<p>How: By conducting significant personal research into our company's products and local competition</p> <p>Why: To ensure best possible sales matches for the customers</p> <p>How Well: That led to being named product specialist for X line of merchandise</p>
<p>Generic: Good teamwork</p> <p>Detailed: Collaborated with team members</p>	<p>How: By effectively dividing and delegating workload</p> <p>Why: To best utilize individual strengths and maximize efficiency</p> <p>How Well: That allowed for an IOS app to be developed and released two weeks ahead of deadline</p>

TIPS



- How Well can be the most difficult but often the most effective

Utilize quantitative and qualitative details to better showcase your ability:

- (skill) demonstrated excellent interpersonal skills (how) mentoring (quantity) over 15 first-year students in the TRU HR Club
- (skill) implemented collective ideas (why) to sponsor campus and community events (quality) that promote educational and social change

For more support, book an appointment with Career and Experiential Learning at tru.ca/cel

Old Main 1712 | 250-371-5567 | careereducation@tru.ca

Action Verbs

USE THESE WORDS TO MAKE SENTENCES AND STATEMENTS CONCISE

- Most accomplishment statements begin with some sort of action verb, which allows them to feel like they are an impact that happened instead of simply being a dusty that was completed

- Achieved
- Adapted
- Addressed
- Analyzed
- Applied
- Assembled
- Carried Out
- Categorized
- Checked
- Clarified
- Classified
- Communicated
- Compared
- Concluded
- Constructed
- Contrasted
- Coordinated
- Created
- Critiqued
- Deconstructed
- Demonstrated
- Designed
- Detected
- Determined
- Developed
- Differentiated
- Distinguished
- Evaluated
- Executed
- Exemplified
- Explained
- Extrapolated
- Facilitated
- Focused
- Gathered
- Generalized
- Generated
- Hypothesized
- Identified
- Illustrated
- Implemented
- Inferred
- Instantiated
- Integrated
- Interpolated
- Interpreted
- Judged
- Learned
- Listened
- Made
- Managed
- Mapped
- Matched
- Monitored
- Organized
- Outlined
- Paraphrased
- Parsed
- Persisted
- Planned
- Predicted
- Produced
- Provided
- Recognized
- Reflected
- Regulated
- Represented
- Responded
- Retrieved
- Reviewed
- Revised
- Selected
- Set
- Sought
- Spoke
- Structured
- Summarized
- Tested
- Translated
- Used

* Including but not limited to

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