Writing Accomplishment Statements

When crafting your resume, writing effective **accomplishment statements** (i.e., the bullet points that describe your experiences in terms of the tasks that you completed, the skills that you enacted, and the outcomes that you achieved) will make you shine as a candidate. Hiring managers rely on them to better grasp what you did and achieved; the more details you can provide, the better.

To write effective accomplishment statements, follow these three guidelines:

1. Begin with an **action verb** (use the verb root for current experiences [e.g., *collaborate*] and simple past tense for past experiences [e.g., *collaborated*]).

2. **Quantify** and **specify** your accomplishments.

3. Mention the **results** or **purpose** of your actions.

Here are some before-and after-examples:

Underdeveloped	Developed
• Handled cash register	• Counted up to $500 in register each shift to ensure an accuracy based on daily transactions
• Assisted with conference coordination	• Negotiated with meeting facilities and checked budget, reducing conference costs by 15%

Finally, here's a step-by-step example:

1. **Organized** patient records…

2. Organized **2,000** patient records **using Microsoft Excel**…

3. Organized 2,000 patient records using Microsoft Excel, **making information more reader-friendly and reducing file search time by two hours weekly**