

Career Services | Accomplishment Statements

Accomplishment statements, also known as bullet points, succinctly showcase your previous experience, skills, and achievements. They show prospective employers what you can do for them and are at the heart of every successful resume. Accomplishment statements should be composed of the following:

Action Verb + Context + Results

Action Verb. Determine what action or skill you utilized such as planned, managed, interviewed, coordinated, etc. For current positions, write the action verb in present tense (e.g. update) and for previous positions write the action verb in the past tense (e.g. updated).

Context. Provide additional details such as who you did it for; the time frame; number of people; size of the budget; type of issues/population, etc.

Results. Lastly, the accomplishment statement should end with the results of your action. For example, Collaborated with management to create and manage complex workflow rules and data validation resulting in 60% increased employee efficiency. Quantify your results by stating the range, frequency, amount, scale, etc.

Use the following chart to help organize your ideas:

ACTION VERB What did you do?	CONTEXT How did you do it?	RESULTS What did you accomplish?
Develop	Process diagram & data flow diagrams	Improve understanding of Salesforce
<p>Accomplishment Statement: Developed process diagrams and data flows to improve understanding of Salesforce resulting in 30% increase in team usage with application.</p>		

ACTION VERB What did you do?	CONTEXT How did you do it?	RESULTS What did you accomplish?
Assign	ICD and CPT codes to daily claims	97% accuracy
<p>Accomplishment Statement: Maintained 97% accuracy per 150 daily claims when assigning ICD and CPT codes to patient records.</p>		

Questions to get thinking about your accomplishments:

- Did you create something new?
- What problems did you solve?
- Did you help save the company money?
- How did you stand out among coworkers?
- What did you excel at doing?
- What got your strong positive feedback?
- Were you selected for something important?

Video: How to write an accomplishment statement

