Accomplishment Statements

Accomplishment statements are very useful in marketing your skills and experience to a potential employer. An accomplishment statement not only helps describe a set of skills you possess, but allows you to illustrate how you used that skill set to achieve a specific result or goal.

Writing an effective accomplishment statement:
When writing an effective accomplishment statement, it is important for you to:

A) identify what you have accomplished and how
B) consider what the potential employer may be looking for based on the job description or advertisement you are applying to

To identify what you have accomplished and how (the skills you utilized), try using the PAR/SAR formula to help you set up your accomplishment statement.

Problem or Situation: Identify the problem or situation that needs to be improved.
Action: Describe the action you took and what skills you used.
Result: Describe the result. Whenever possible, quantify your result.

Now consider what the potential employer may be looking for. Based on the type of job/description, try to determine if the employer will be scanning for results (increases, volume, etc) or if the employer is more interested in how you achieved those results. This will determine if you list your results first or your action first in your accomplishment statement.

Example:
If an employer was looking for coordinating abilities, a candidate may write an accomplishment statement like this:

“Coordinated the Northern California Breast Cancer Walk raising over $20,000.”

If fundraising results were a key function of a position, a candidate may write an accomplishment statement like so:

“Raised over $20,000 coordinating the Northern California Breast Cancer Walk.”

NOTE: There may be an instance where you may not know exactly what the employer is looking for. The best thing to do in this situation is consider the whole package of information. The job title, essential elements and do the best that you can.

Examples of accomplishment statements:

- Designed a homepage and electronic mail member distribution list to make information on upcoming events more accessible. Efforts resulted in a 20% increase in member participation at club events.
- Managed a retail outlet; increased sales volume by 25% in the first six months through promotions and marketing.
- Developed business relationships with new accounts; increased client base by 28% last year.
- Promoted from Sales Associate to assistant manager after six months of employment.
Accomplishment Statement Worksheet

Below is an exercise where you can practice turning your transferable skills into Accomplishment Statements. Try using one of your learning objectives and turn it into an Accomplishment Statement.

*Use the PAR/SAR formula as a guide...*

**Accomplishment Statement #1:**

Identify a **Problem or Situation:** ________________________________

What **Action** did you take? ________________________________

What was the **Result**? ________________________________

*Based on the information you completed above, write a brief accomplishment statement after the bullet below:*

**Accomplishment Statement #2:**

Identify a **Problem or Situation:** ________________________________

What **Action** did you take? ________________________________

What was the **Result**? ________________________________

*Based on the information you completed above, write a brief accomplishment statement after the bullet below: