**Accomplishment Statements**

* The goal is for each of the bullet points on your resume to highlight an achievement
* These achievements allow you to provide proof of your relevant skills

**How do you write an accomplishment statement?**

* Action verb + context + results

**How to turn job responsibilities into accomplishment statements?**

**Examples**

* **Original Statement:** Managed a webpage and an email distribution list
* **Accomplishment Statement:** Designed a homepage and an email distribution list to make information on upcoming events more accessible; efforts resulted in a 20% increase in member participation at club events

* **Original Statement:** Responsible for grant writing
* **Accomplishment Statement:** Wrote 32-page review of existing research that formed the rationale for requesting and winning a $2,000 marine biology research grant

**Questions to get you thinking about your accomplishments:**

* What problems did you solve?
* Did I save the company money?
* How did I stand out among coworkers?
* Did I ever consistently exceed goals?
* What did I do above and beyond my normal job duties?
* Did I win any awards?