
**Rotman
Commerce**

Resume guide

Accomplishment-based statements

Writing effective accomplishment-based statements

When highlighting your work, leadership/volunteer/extra-curricular, or relevant experience(s), think about the following to find examples of how you can illustrate your skills with an accomplishment-based statement:

- Describe a situation in which you solved a problem.
- Give an example of something you built or created.
- Describe an instance in which you developed an idea, or identified a problem that had been previously overlooked.
- Did you suggest any new products or programs for your organization that was put into effect during or after your employment?
- How have you increased sales or reduced costs for an organization?
- List ways you saved money or time.
- Did you help establish any new goals or objectives for your organization?
- Did you do anything to make your role more efficient?
- Have you been involved in a team effort that produced a specific result?
- Have you completed on the job training programs? If yes, list them.
- Have you ever helped train a peer or colleague?
- What do you excel in? How do your skills elevate the team dynamic? Why is this an advantage?
- What has a previous boss praised you for doing well and is it relevant to the position for which you are applying?

Accomplishment-based statements

What did you do?

ex. Created database

How did you do it?

ex. Used Excel

Results

ex. Reduced turnaround time by 50%

Practice writing accomplishment-based statements using the chart below:

What did you do?

How did you do it?

Results