

Accomplishment Statement Building Sheet

Accomplishment Statement = **Action Verb** + **Task** + **Result**

Use accomplishment statements to describe your transferable skills for experiences you have had and/or are involved in

Example #1	Simple Statement: Worked in a group for a class project		
	What did you do? Worked in a group project	How did you do it? Brainstorming, using M.S. PowerPoint, library resources, and delegating tasks	What were the results? Informed 20 college students on current political events impacting the U.S. economy
	Accomplishment Statement: Collaborated with four classmates to effectively present to 20 college students on current political events impacting the U.S. economy using a PowerPoint presentation		
Example #2	Simple Statement: Provided customer service		
	What did you do? Worked as a cashier at Sbarro's	How did you do it? Greeting customers, using cash register, collecting payments	What were the results? Increased sales profits; customer satisfaction
	Accomplishment Statement: Provided customer service by greeting customers in a friendly manner and processing transactions efficiently, resulting in increased sales profits		
Example #3	Simple Statement:		
	What did you do?	How did you do it?	What were the results?
	Accomplishment Statement:		
Example #4	Simple Statement:		
	What did you do?	How did you do it?	What were the results?
	Accomplishment Statement:		