

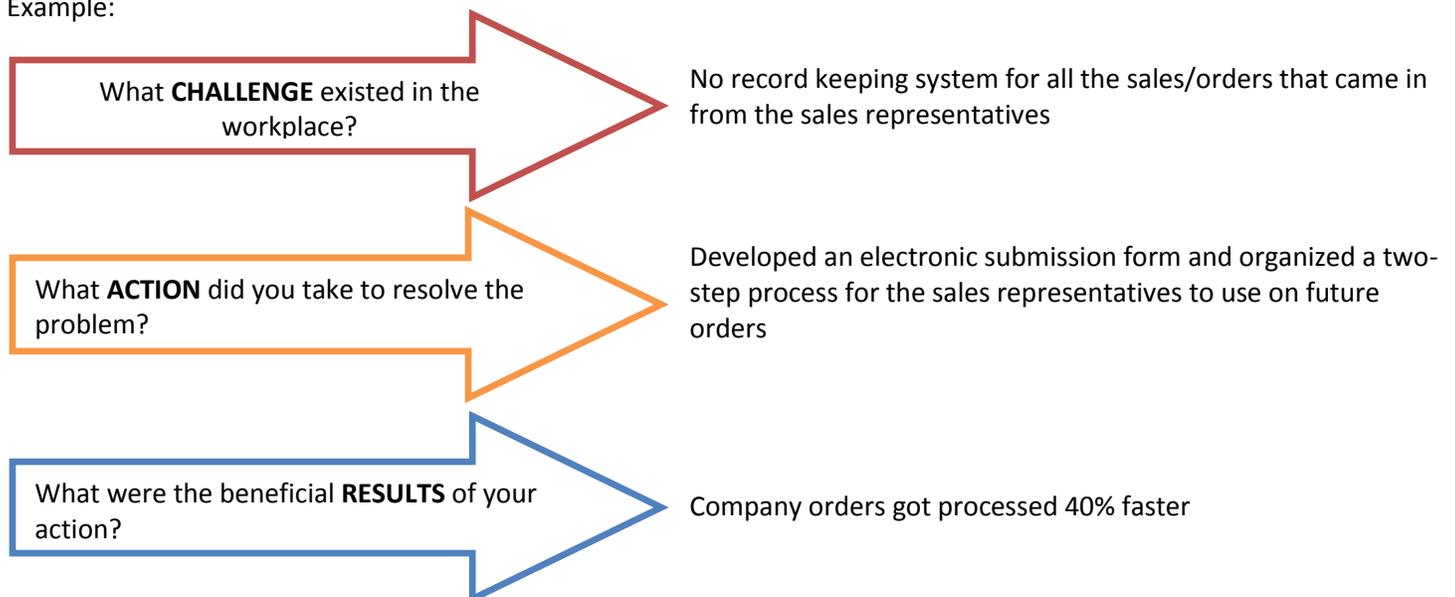
## Accomplishment Statements for a Better Resume

Effective resumes use statements (bullet points) that are accomplishment driven. When writing a resume, it is important to not only explain what you were required to do in your work (job description), but expand on your success. Your past experiences (internships, part-time work, fulltime work, service learning/volunteer projects) should enlighten future employers on what value you bring to the organization.

### Identify your Achievements Using the C.A.R. Approach

C.A.R approach: **C**HALLENGE, **A**CTION, **R**ESULT. C.A.R. states a **Challenge** or situation you were facing, describes the **Action** you took, and explains the **Results** of that action.

Example:



To help list your accomplishments, here are some questions that you can answer for each of your former jobs:

- Have you ever increased profits or reduced costs for an employer?
- Have you ever created a new procedure or initiated something as a campus leader?
- Did you prevent a problem or help to fix a problem at your internship?
- How did you go above and beyond what was asked of you according to your job description?
- What tangible evidence do you have of your accomplishments—publications you've written, awards, writing samples?

**Challenge:**

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**Action:**

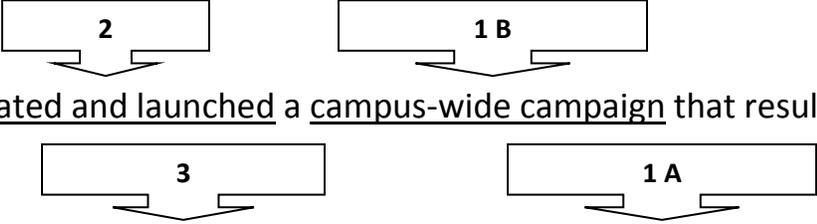
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**Result:**

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## Create your Accomplishment Statement Using a 3 Step Process

- 1.) A) Describe your Challenge. B) How did you solve challenge?
- 2.) Action Verb: Every statement should start with an action verb. What action did you take to solve the problem?  
Please see the Action Verb list at <http://www.winthrop.edu/uploadedFiles/cce/ActionVerbs.pdf>.
- 3.) Quantify Your Results. They can be qualitative (e.g. improved customer satisfaction) or quantitative (increased sales by 50%).

  
Initiated and launched a campus-wide campaign that resulted in the collection of  
2000 pounds of non-perishable goods for needy families in the Rock Hill area.

### VOLUNTEER EXPERIENCE

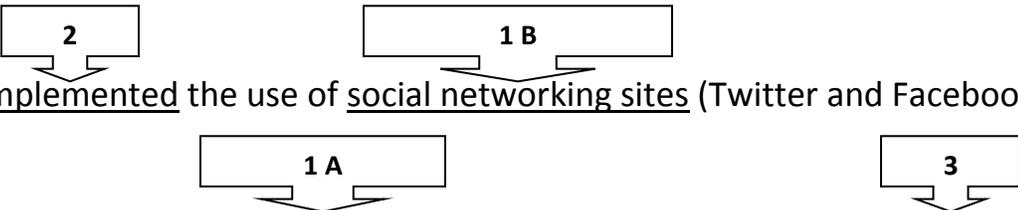
Service Chair

Serving Others and Reflecting (SOAR)

- Initiated and launched a campus-wide campaign that resulted in the collection of 2000 pounds of non-perishable goods for needy families in the Rock Hill area

January 2012- Present

Rock Hill, South Carolina

  
Implemented the use of social networking sites (Twitter and Facebook) which led to an  
increase in student participation at events by an average of 20 percent

### WORK EXPERIENCE

Marketing Assistant

Career and Civic Engagement, Winthrop University

- Implemented the use of social networking sites (Twitter and Facebook) which led to an increase in student participation at events by an average of 20%

August 2011- Present

Rock Hill, South Carolina