**1.3 Grammar**

**Study the information below and note how you write statements of accomplishment. These statements are used in your cv/resume.**

**Note the following:**

1. Statements of accomplishment do not have the traditional structure of English-language sentences, i.e. they do not begin with the subject (I). Instead they start with the so-called action/power verb or the operator (when appropriate to use Continuous and Present Perfect tenses)

2.There is no full stop (.) at the end of the sentence

**Sample accomplishment statements:**

Expanded business partnerships in the community by 150% through aggressive

marketing calls and promotional events

Represented the Cracow University of Economics by meeting and guiding tours for

prospective students and their families resulting in a 10% increase in enrolment for

the 2016 - 2007 academic year

Developed agenda, scheduled speakers, and organized discussion groups as coordinator for a 4-day international student conference

Serve as liaison to campus community as president of the Current Affairs Discussion Club and present to various campus groups to increase awareness on campus

**Writing Accomplishment Statements**

Accomplishment statements describe your achievements in the experience section of your resume. Sometimes students struggle with elegant self-promotion, but there is a handy formula you can use to evaluate and promote your experience.

**APR (Action + Problem/Project + Result)**

"APR" makes highlighting accomplishments easy. Think of a project you completed or problem you solved during a job or volunteer experience. Choose an action verb that describes your approach. Then describe the results you achieved, quantifying results when possible. Here’s an example:

**Coordinated +  
three fundraising events for local shelters +  
which raised more than $8,000 (20% over goal) and greatly improved community awareness.**

**Action Verbs**

When writing your resume, you may experience verb fatigue. This list will help.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Adapted | Delegated | Fostered | Observed | Screened |
| Administered | Delivered | Founded | Operated | Selected |
| Advised | Demonstrated | Generated | Organized | Served |
| Analysed | Designed | Guided | Participated | Set up |
| Applied | Determined | Harnessed | Performed | Sold |
| Arranged | Developed | Illustrated | Persuaded | Solved |
| Assisted | Directed | Implemented | Planned | Streamlined |
| Balanced | Earned | Improved | Prepared | Structured |
| Billed | Edited | Innovated | Presented | Supervised |
| Briefed | Eliminated | Instructed | Produced | Supported |
| Carried out | Enabled | Introduced | Programmed | Surpassed |
| Communicated | Enforced | Invented | Provided | Surveyed |
| Compiled | Enhanced | Launched | Published | Targeted |
| Completed | Established | Led | Received | Taught |
| Computed | Evaluated | Maintained | Recommended | Teamed with |
| Conducted | Expanded | Managed | Reduced | Tested |
| Controlled | Expedited | Mastered | Reorganized | Trained |
| Coordinated | Facilitated | Mediated | Reviewed | Tripled |
| Created | Filed | Monitored | Revised | Utilized |
| Defined | Formed | Negotiated | Scheduled | Wrote |

Source: https://careerservices.princeton.edu/undergraduate-students/resumes-letters-online-profiles/resumes/accomplishment-statements

**1.4 Speaking**

|  |  |
| --- | --- |
| What inspires you?  What is your inspiration?  An inspiring job |  |
| How do you measure success  What is your measure of success? | Measurement  1. the action of measuring something.  2. the size, length, or amount of something, as established by measuring  (i.e. a value measured) |
| downsizing | restructuring |
| As regards performance | As far as performance is concerned,  As for performance |
| benchmark | a standard or point of reference against which things may be compared; a standard  point of reference |
| Compare performance with a benchmark |  |
| Approve *of* co-worker’s performance  Approval |  |
| Qualifications  Qualify  Qualitative characteristics |  |
| Few managers have excellent people skills. | People skills is the ability to communicate effectively with people in a friendly way, especially in business. |
| I will be valuable to your organization. | I will add value to it. |
| I have a proven ability to motivate people | There is evidence of my ability, I can offer such evidence. |