**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