

## 20 Accomplishment Statements that Useful on Resumes

Accomplishment statements bring the Professional Experience portion of resumes to life. Numbers are key in illuminating accomplishments by providing scope.

These statements are broad and can be applied to several industries and sectors

- 1) Saved X amount of time by making Y improvement.
- 2) Finished project X amount of time ahead of schedule.
- 3) Ran marketing campaigns for X number of products.
- 4) Placed stories in X number of publications.
- 5) Increased email subscriber base by X percent in Y amount of time.
- 6) Improved conversion rate by X percent using Y process.
- 7) Increased customer satisfaction rating by X percent.
- 8) Boosted revenues X percent using Y process.
- 9) Managed budget of X number of dollars.
- 10) Managed a team of X number of employees.
- 11) Managed budget of X number of dollars.
- 12) Managed a team of X number of employees.
- 13) Trained X number of new employees on Y process.
- 14) Promoted X number of times in Y number of years (particularly if promoted quickly).
- 15) Grew customer or donor base by X percent.
- 16) Cut costs by X percent (or number of dollars).
- 17) Grew site traffic by X amount over Y period of time.
- 18) Received, or was nominated for, X award.
- 19) Earned X license or certification.
- 20) Presented at X seminar, workshop, or conference (attended by Y number of people).
- 21) Published X number of articles, columns, white papers, or books (generating Y amount of traffic or selling Z number of copies).
- 22) Exceeded sales quota for X number of months.