EDUCATION

Master of Business Administration with a concentration in Management   Expected: 5/20XX GPA:MC

EXPERIENCE

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your <u>relevant</u> skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

<u>**Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).**</u>

It is important to tailor your statements to the job description and include <u>measurable data</u> as much as possible.

See examples of accomplishment statements in the "Experience Section" on page one.

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<u>Job Description</u>
1. **Read and analyze the job description**
2. **Identify the required skills listed for the job**
3. **Match your experiences to the skills listed in the job description**

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<u>Measurable Data</u>
Quantify when possible using:

numbers, percentages, dollar amount(s), or time frames

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Action Words
Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Career & Self-Development (Confidence/Advocacy)