

RESUME WRITING TIPS

ACCOMPLISHMENT / RESULT STATEMENTS

Develop accomplishments/result statements using the SOAR method:

Statement of Action – What did you do? (Action verbs listed on page 52-53)

Occurrence of Action – Daily, weekly, monthly, yearly...?

Amount of Action – 19, 50, over 100...?

Results of Action – Increased, decreased, saved, taught, implemented...?

Examples:

Statement – Managed production crew

Occurrence of Action – Managed production crew on a daily basis

Amount – Managed production crew of over 20 people on a daily basis

Results – Managed production crew of over 20 people that increased
production 3 quarters in a row

Examples:

1. Selected as a freshman orientation counselor; acclimated 150 new students to college environment.
2. Innovated blood drive volunteer system, increasing student participation by 20%.
3. Overhauled social organization recruitment program, achieving national record for 75% membership increase.
4. Cartoonist for small newspaper which publishes 4 times a week.
5. Initiated leadership change program for 140 middle and senior level managers.
6. Led 8 member project team that collected leadership data from 500 employees.
7. Formulated banking method that decreased teller outage by 60%.
8. Maintained 40% net profit margin in retail sales over two year period.
9. Conducted presentations bi-weekly to groups of up to 100 people.
10. Trained over 200 insurance agents in the legal, ethical, and regulatory aspects of insurance and securities sales.
11. Increased department sales by 25% in the first three months as manager.