

Make sure your resume highlights your accomplishments, not just your duties or responsibilities, so that the reader can tell that you were successful at what you did! Think of each one of your accomplishment statements as a “mini success story”. See the definition below of an accomplishment (**CAR**) that will help you create your accomplishment statements:

Challenge - problem to solve or opportunity to improve something

Actions - what you did to address the challenge

Results - positive outcomes of the actions you took

Sample Accomplishment Statements

Retail Associate:

- Sold merchandise and promoted store credit card applications (**Weak**)
- Provided friendly and timely customer service, and successfully promoted store credit card applications (**Better**)
- Exceeded weekly sales and store credit card goals by consistently delivering friendly and timely customer service, and actively promoting store credit card applications. Awarded two bonuses. (**Best**)

Camp Counselor:

- Assisted with camp activities (**Weak**)
- Planned and led arts and crafts activities for campers, ages seven to nine (**Better**)
- Planned and led arts and crafts activities for campers, ages seven to nine, to promote healthy eating habits. Campers created posters that were displayed in camp dining hall. (**Best**)

Student Organization Leader:

- Oversaw annual club fund-raising event (**Weak**)
- Oversaw annual club fund-raising event for cancer research. Marketed the event and recruited alumnae speakers. (**Better**)
- Chaired annual fund-raising event that raised \$700 for cancer research. Delegated tasks to committee members, marketed event through student newspaper and Facebook, and recruited alumnae speakers. (**Best**)