

STAR METHOD / ACHIEVEMENT STATEMENTS

Accomplishment statements are your ticket to standing out in a competitive job market. Instead of simply listing your job duties, showcase the real impact you made in your previous roles. Employers are eager to see how your unique contributions can drive value for their organization. Let them know the difference you can make.

STAR Method / Achievement Statement Breakdown:

- **Situation:** What was the scale or volume? [20%, 50+, +\$1MM, etc.]
- **Task:** How frequently did those actions happen? [daily, weekly, monthly, etc.]
- **Action:** What actions did you take?
- **Result:** What were the outcomes of your efforts, and why did they matter? [increased, decreased, designed, saved, improved, etc.]

EXAMPLE 1:

You are a student assistant at Felix G. Woodward Library.

- **Situation:** 250+ books
- **Task:** daily
- **Action:** inventoried books
- **Results:** improve library organization and patron satisfaction

Resume accomplishment statement:

- ***Inventory 250+ books daily, which improved the library's overall organization and patron satisfaction.***

EXAMPLE 2:

You had a marketing internship with the Customs House Museum and Cultural Center.

- **Situation:** 4 social media platforms [Instagram, Facebook, X (formerly Twitter), & Pinterest]
- **Task:** daily
- **Action:** led social media marketing operations
- **Results:** increased followers, likes, and engagement by 80%

Resume accomplishment statement:

- ***Led daily social media marketing operations across 4 social media platforms (Instagram, Facebook, X [formerly Twitter], and Pinterest), which increased followers, likes, and engagement by 80%.***