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## CONSTRUCTING AN ACHIEVEMENT STATEMENT (BULLET POINT)

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Under each position you have on your resume, list bulleted accomplishment statements. These statements should explain what you did in the position, how you did it and the results of your actions. The skills you feel you have gained from your teaching related experiences should be represented through your accomplishment statements. Brainstorm each experience/position and create bullet points unique to you.

### Bullet Point “Formula”

Action Verb + Example + Result

Action Verb: Always begin a bullet point with an action verb. Use a variety of action verbs to show the variety of skills you have.

#### Average Bullet Point with Action Verb

- Tutored an eighth grade student

Example: Give specifics as to what you did at that position. This will make you unique.

#### Better Bullet Point with Action Verb and Example

- Tutored an eighth grade student in pre-algebra

Result: State what you achieved from your example; what was the purpose of you doing what you did?

#### Perfect Achievement Statement with Action Verb, Example and Result

- Tutored an eighth grade student in pre-algebra, using teacher’s curriculum to raise her grade from a C to B+ over the course of a year

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## ACTION VERBS

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When developing your resume, you will want to use **powerful words** to catch the reader’s attention. Here are some action verbs that can begin your bulleted statements and demonstrate your contributions to past experiences.

### LEADERSHIP

Achieved	Enhanced	Merged	Resolved
Administered	Established	Mobilized	Restored
Analyzed	Evaluated	Motivated	Reviewed
Appointed	Exceeded	Obtained	Scheduled
Approved	Executed	Orchestrated	Secured
Assessed	Expanded	Operated	Selected
Assigned	Guided	Organized	Spearheaded
Assumed	Headed	Pioneered	Streamlined
Attained	Hired	Planned	Strengthened
Authorized	Hosted	Presided	Succeeded
Chaired	Improved	Prioritized	Supervised
Channeled	Led	Produced	Surpassed
Completed	Increased	Recommended	Taught
Consolidated	Initiated	Recruited	Trained
Contracted	Instituted	Reorganized	Unified
Controlled	Mentored	Replaced	Utilized

### COMMUNICATION

Addressed	Arranged	Collaborated	Consulted
Advertised	Articulated	Communicated	Contacted
Advised	Authored	Composed	Conveyed
Arbitrated	Clarified	Conferred	Converted

Conveyed  
Converted  
Convinced  
Corresponded  
Counseled  
Debated  
Defined  
Described  
Developed  
Directed  
Discussed  
Drafted  
Edited  
Elicited

Enlisted  
Expressed  
Formulated  
Incorporated  
Influenced  
Interacted  
Interpreted  
Interviewed  
Involved  
Joined  
Judged  
Lectured  
Marketed  
Mediated

Moderated  
Motivated  
Negotiated  
Observed  
Outlined  
Participated  
Persuaded  
Presented  
Promoted  
Proposed  
Publicized  
Reconciled  
Referred  
Reinforced

Reported  
Resolved  
Responded  
Solicited  
Spoke  
Suggested  
Summarized  
Synthesized  
Translated  
Traveled  
Wrote

### **TECHNICAL**

Applied  
Appraised  
Assembled  
Built  
Calculated  
Compiled  
Computed

Converted  
Debugged  
Designed  
Engineered  
Fabricated  
Installed  
Maintained

Operated  
Programmed  
Refined  
Regulated  
Remodeled  
Repaired  
Restored

Upgraded  
Created

### **TEACHING**

Adapted  
Advised  
Analyzed  
Catalogued  
Clarified  
Coached  
Collected  
Compared  
Conducted  
Critiqued  
Detected  
Determine

Diagnosed  
Discovered  
Estimated  
Evaluated  
Examined  
Experimented  
Explored  
Extracted  
Focused  
Formulated  
Gathered  
Hypothesized

Identified  
Instilled  
Interviewed  
Invented  
Investigated  
Located  
Measured  
Published  
Received  
Researched  
Reviewed  
Saved

Searched  
Solved  
Stimulated  
Studied  
Summarized  
Surveyed  
Systematized  
Taught Tested  
Tutored  
Validated

### **RESEARCH / SCIENCE**

Investigated  
Researched  
Compiled  
Verified  
Clarified  
Collected  
Critiqued

Analyzed  
Diagnosed  
Evaluated  
Examined  
Extracted  
Identified  
Inspected

Interpreted  
Organized  
Reviewed  
Summarized  
Surveyed  
Systematized  
Cataloged

Correlated  
Discovered

### **FINANCIAL**

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced

Billed  
Budgeted  
Calculated  
Computed  
Developed  
Earned

Estimated  
Grossed  
Managed  
Marketed  
Planned  
Projected

Reconciled  
Streamlined