



Your Resume: Demonstrate Your Professional Edge

A well-written and descriptive accomplishment statement is the key to demonstrating the development of your career readiness skills that employers seek. Use bullets and action-oriented words to describe your experiences and accomplishments.

SAMPLE RESUME ACCOMPLISHMENT STATEMENTS:

- Manage \$8,000 decoration budget for annual two-day ring dance event
- Communicate effectively with team members, Virginia Tech event planning staff and local vendors to ensure everyone is on task and meeting deadlines
- Directed marketing and public relations initiatives for 20+ SGA directors; created press releases and designed flyers for print and social media use

COMPETENCY AND DEFINITION	EXAMPLES OF WHEN COMPETENCY WAS USED (organizations, projects, internships, jobs, volunteering)
<p align="center">COMMUNICATION</p> <p>Articulate thoughts and express ideas effectively using oral, written, visual and non-verbal communication skills, as well as listening to gain understanding. The ability to deliver information in person, in writing, and in a digital world.</p>	
<p>Accomplishment statement:</p>	
<p align="center">TEAMWORK AND INTERPERSONAL</p> <p>Build and maintain collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. The ability to manage ones emotions and conflict with others while contributing towards a common goal.</p>	
<p>Accomplishment statement:</p>	
<p align="center">LEADERSHIP</p> <p>Leverage strengths to motivate, collaborate and guide. The ability to use a positive attitude to influence and empower others to reach a shared goal through strategic thinking and effective decision-making.</p>	
<p>Accomplishment statement:</p>	

COMPETENCY AND DEFINITION	EXAMPLES OF WHEN COMPETENCY WAS USED (organizations, projects, internships, jobs, volunteering)
<p align="center">CREATIVITY & PROBLEM-SOLVING</p> <p>Exercise sound reasoning to analyze issues, synthesize information, make decisions and solve problems. The ability to think critically and strategically to develop original ideas and innovative solutions.</p>	
<p>Accomplishment statement:</p>	
<p align="center">PROFESSIONALISM & PRODUCTIVITY</p> <p>Demonstrate integrity, resilience, accountability and ethical behavior. The ability to take initiative, maintain effective work habits (prioritize, plan and manage work) to produce high quality results and project a professional presence.</p>	
<p>Accomplishment statement:</p>	
<p align="center">GLOBAL PERSPECTIVE</p> <p>Respect the viewpoints of those from diverse cultures, races, ages, genders, religions and lifestyles to build collaborative relationships and communicate effectively. The ability to appreciate, value, and learn from other cultures and perspectives.</p>	
<p>Accomplishment statement:</p>	
<p align="center">DIGITAL FLUENCY</p> <p>Maximize new and emerging technologies in order to work, learn and live in a digital society. The ability to apply digital technology to enhance quality, improve productivity and communication, solve problems, and streamline processes.</p>	
<p>Accomplishment statement:</p>	