

Resume Accomplishment Builder

Turn a factual action, scope, problem, and outcome into a clear draft statement.

Build from your records

Action: [what you personally did]

Scope: [team, process, project or audience]

Problem: [the need you addressed]

Outcome: [observable result]

Evidence: [where you can verify it]

Unknown metric: [leave blank]

Draft pattern: [Action] for [scope] to address [problem]; [outcome]. Use an observable qualitative result if a numerical measure is unavailable. This worksheet does not perform the paid full resume review.

Ten fictional before and after examples

1. Nurse: Helped patients -> Coordinated discharge education for a ward to address inconsistent instructions; introduced a shared checklist used at handoff.
2. Teacher: Planned lessons -> Designed weekly reading groups for a class to address varied reading needs; documented individual practice goals.
3. Accountant: Did reconciliations -> Reconciled vendor balances for a branch to resolve unmatched invoices; documented discrepancies for review.
4. Engineer: Fixed bugs -> Diagnosed a service retry loop to address repeated requests; added a regression test for the failure case.
5. Sales professional: Managed accounts -> Created account review agendas for regional customers to clarify renewal needs; recorded agreed next steps.
6. Operations manager: Improved a process -> Mapped dispatch handoffs across two teams to address unclear ownership; assigned an owner to each step.
7. Designer: Designed screens -> Revised an intake form to address unclear field labels; tested the draft with a small user group.
8. Researcher: Analyzed data -> Cleaned a survey dataset to address duplicate records; documented exclusion rules for reproducibility.
9. Customer support specialist: Helped customers -> Wrote a troubleshooting guide for recurring login questions; gave colleagues a consistent diagnostic sequence.
10. Project coordinator: Supported projects -> Maintained a dependency register for a facilities move; surfaced unresolved tasks at weekly reviews.

All examples are fictional writing demonstrations. They are not claims about your work.

Check the statement

Can you explain your contribution? Is the scope accurate? Is the outcome supported? Did you remove confidential employer details? Does a number have a defined period and denominator? If an answer is unknown, keep it as a blank rather than inventing it.

Use the resource: <https://mytopmatch.com/free-career-tools/resume-accomplishment-builder>

Additional guidance: Ivy League Coaching