

Creating Accomplishment Statements for your Resume & LinkedIn Profile

What is an accomplishment statement?

An accomplishment statement is a concise and powerful description of something you achieved or accomplished in a particular role or project. It typically includes specific details about what you did, the impact or outcome of your actions, and any relevant metrics or data that support your claim.

Accomplishment statements are commonly used in resumes, LinkedIn profiles, cover letters, and job interviews to demonstrate your skills, experience, and achievements. They help to showcase your strengths and make a strong impression on potential employers or clients. Additionally, a strong accomplishment statement can set you apart from other candidates! You can start crafting your statements using this [accomplishment statement worksheet](#).

Sample accomplishment statements

CYBERSECURITY

- Demonstrated proficiency in cybersecurity fundamentals, including network security, risk management, and cryptography, through the completion of coursework and practical projects.
- Collaborated with a team on a hackathon to design and implement a secure network infrastructure for a simulated company, which included identifying vulnerabilities and implementing appropriate security controls.
- Successfully completed the CompTIA Security+ exam, demonstrating a solid foundation in industry-standard security practices.
- Participated in cybersecurity challenges, demonstrating technical skills, problem-solving ability, and teamwork in simulated attack and defense scenarios.
- Successfully identified and mitigated security vulnerabilities in a corporate network, reducing the risk of a potential cyber attack by 30% and earning recognition from senior leadership for proactivity and attention to detail.

DATA ANALYSIS

- Analyzed large data sets using statistical techniques such as regression analysis, hypothesis testing, and data visualization, providing insights and recommendations to improve business operations.
- Developed a predictive model using machine learning algorithms, achieving accuracy rates of 90% or higher, and presenting findings to stakeholders for strategic decision-making.

- Completed data analysis projects, demonstrating proficiency in tools such as Excel, Python, SQL, and Tableau and applying analytical skills to solve real-world problems.
- Collaborated with a team of data analysts to create dashboards and reports, providing stakeholders with actionable insights and enabling data-driven decision-making.
- Demonstrated knowledge of data ethics and privacy laws, ensuring compliance with regulations and ethical standards in data collection, storage, and analysis.
- Conducted data analysis and visualization to identify trends, patterns, and insights that informed business decisions, contributing to increased efficiency, productivity, and revenue.

DATA SCIENCE

- Completed data science projects using programming languages such as Python or R, demonstrating proficiency in data cleaning, data wrangling, exploratory data analysis, and machine learning algorithms.
- Developed and deployed machine learning models that accurately predict outcomes, such as customer churn, sales forecasting, or fraud detection, contributing to business growth and success.
- Completed data science internships or collaborated on research projects, contributing to the development of data-driven solutions in a professional setting and gaining experience working with large, complex data sets.
- Conducted data analysis and visualization to identify trends, patterns, and insights that inform business decisions, contributing to increased efficiency, productivity, and revenue.
- Demonstrated knowledge of ethical considerations in data science, such as data privacy, bias, and fairness, ensuring that all work adheres to ethical standards and legal requirements.

DESIGN

- Designed and conducted user research studies, gathering insights and feedback from target users and applying findings to improve the user experience of digital products and services.
- Developed wireframes, prototypes, and mockups using design tools such as Sketch, Figma, or Adobe XD, demonstrating creativity and attention to detail in crafting intuitive and engaging user interfaces.
- Collaborated with cross-functional teams, including product managers, developers, and stakeholders, to ensure that design solutions meet business goals and user needs.
- Completed design projects, such as website redesigns, mobile app redesigns, or brand identity development, demonstrating proficiency in user-centered design principles and design thinking methodologies.
- Demonstrated knowledge of industry-standard design tools and software, staying up-to-date with the latest trends and advancements in the field, and participating in design communities and events to develop a strong network and portfolio.
- Conducted user research and analysis to identify pain points and opportunities for improvement, resulting in the development of a design solution that increased user engagement and satisfaction by 25%.

- Created wireframes and interactive prototypes, using tools such as Sketch, Figma, or Adobe XD, that effectively communicated design ideas and facilitated collaboration with cross-functional teams, resulting in faster iteration and implementation of design solutions.
- Contributed to the development of a mobile app, participating in the design process from ideation to prototype and collaborating with developers to ensure that the design was implemented accurately and efficiently.

SOFTWARE ENGINEERING

- Developed and deployed a full-stack web application using the latest technologies, including HTML, CSS, JavaScript, React, and Node.js, with a focus on usability and performance optimization.
- Developed and implemented responsive websites that enhanced user experience and accessibility, resulting in a 15% increase in user engagement and positive feedback from clients and users.
- Collaborated with a team of developers to build and maintain an open-source project, contributing to the project's codebase and documentation. Received recognition from the community for valuable contributions.
- Completed a software engineering internship, working on real-world projects in a professional setting, collaborating with experienced developers, and contributing to the development of production-quality software.
- Demonstrated proficiency in data structures and algorithms by completing coding challenges and participating in coding competitions, achieving high scores and recognition for problem-solving ability and efficiency.
- Created and presented a software engineering project or research paper, demonstrating in-depth knowledge of a particular area of software development, such as machine learning, software testing, or user experience design.
- Contributed to open-source projects, showcasing coding skills, developing a network of collaborators and mentors, and contributing to developing web development communities and knowledge sharing.

TECH SALES

- Successfully generated leads and secured sales meetings with potential clients, resulting in a 25% increase in sales revenue within the first quarter of employment.
- Utilized effective communication skills to create and deliver compelling presentations to decision-makers at prospective clients, resulting in a 40% conversion rate.
- Demonstrated technical knowledge of product offerings, effectively positioning them to potential clients and providing solutions to their pain points.
- Collaborated with the marketing team to develop targeted email campaigns and messaging, resulting in a 30% increase in open rates and a 20% increase in click-through rates.
- Maintained a strong understanding of industry trends and competitor offerings, allowing for effective objection handling and competitive positioning during sales conversations.

- Fostered strong relationships with existing clients, resulting in repeat business and upselling opportunities.

Now it's your turn!

Download a copy of [this worksheet](#) to start developing accomplishment statements for your resume and LinkedIn profile.