

Writing Strong Achievement Statements

Turn duties into evidence of action, skill and contribution

Use this structure

Action verb + what you did + how or for whom + result, scale or purpose

Before and stronger versions

Before	Stronger version
Responsible for social media.	Planned and scheduled three weekly posts for a student society, helping increase event registrations from 45 to 70.
Worked on a group presentation.	Analysed survey data in Excel and presented key findings to a class of 40, contributing to a distinction-level group project.
Helped customers in a shop.	Advised customers and resolved routine queries during busy weekend shifts while maintaining accurate cash handling.
Volunteered at an event.	Registered 120 attendees and coordinated directions with a six-person volunteer team, helping the event start on schedule.
Did a coding project.	Built and tested a Python application that cleaned 5,000 survey records and reduced manual processing steps.

Useful action verbs

Action verb bank

Analysed • built • calculated • coordinated • created • delivered • designed • developed • evaluated • facilitated • improved • investigated • led • organised • presented • researched • resolved • tested • trained • wrote

Quantify carefully

Numbers make scale and results easier to understand, but use only figures you can explain. Useful measures include people served, records analysed, money raised, time saved, accuracy, frequency, deadlines, audience size or ranking.

When there is no measurable result

State the purpose, standard, complexity or outcome. Example: “Produced a literature review comparing 25 peer-reviewed sources and presented recommendations within a four-week deadline.”