

Master's Achievement Statement Guide

Turn postgraduate duties into evidence of action, specialist 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
Conducted dissertation research.	Designed a mixed-methods study of employee retention, analysed 214 survey responses in SPSS, and translated findings into three evidence-based recommendations.
Worked on a consulting project.	Led market analysis for a client entry strategy, synthesising competitor and interview data into a recommendation presented to senior stakeholders.
Assisted with research.	Cleaned and documented a 12,000-record dataset in Python, improving reproducibility and preparing the data for regression analysis.
Gave a presentation.	Presented technical findings to a mixed academic and practitioner audience, converting complex results into an actionable ten-minute briefing.
Managed a workstream.	Coordinated a four-person workstream across three functions and delivered the final report two days ahead of the client deadline.

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.”