

Career Center

Common Accomplishment Statement Pitfalls

Here are some examples of common pitfalls and strategies to consider as you write and edit your bullet points. Look through the four examples for tips on how to strengthen your accomplishment statements.

Ambiguous result

Pitfall example:

“Conducted outreach to market a campus-wide film festival and it went well”

Better:

“Conducted outreach to market a campus-wide film festival that attracted 200 attendees, an increase of 50% from the previous year”

Weak Verbs

Pitfall example:

“Planned community healthcare education program on a limited budget”

Better:

“Strategized, designed, and implemented community healthcare education program on a limited budget”

Self not center of action

Pitfall example:

“Assisted in creating a new fundraising campaign to reengage former donors”

Better:

“Created a new fundraising campaign to reengage former donors as part of a five-member team”

Action not in the verb

Pitfall example:

“Worked on the development of a new lab protocol...”

Better:

“Developed a new lab protocol...”

