ACTION STATEMENTS WITH ACCOMPLISHMENT-ORIENTED RESULTS

This chart demonstrates using action words to create an accomplishment-oriented word picture. Basic duties and responsibilities are described in the first column. The second column changes these passive phrases into active statements. The third column includes accomplishment-oriented results. Adding results lengthens paragraphs. Selectively choose those that best market you for your desired position.

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| **PASSIVE** | **ACTIVE** | **ACTIVE WITH ACCOMPLISHMENTS** |
| Responsible for teaching low math group | Designed & implemented math activity centers & cooperative group activities for slow learners | Motivated slow learners by implementing math activity centers & cooperative learning groups—increased test scores 40%. |
| Duties included working with gifted students | Organized & initiated individualized language program for gifted students | Organized & initiated individualized language program for gifted students culminating in a successful book-publishing project |
| Duties included planning team teaching | Coordinated team teaching activities | Coordinated team teaching activities resulting in increased understanding & cooperation among all primary grades |
| Responsibilities included working with students of different cultures | Designed 11th grade values unit for multicultural student populations | Designed 11th grade values unit, resulting in improved understanding among multicultural student population |
| Duties included helping master teacher in senior debate club | Played important role in supervising senior debate club | Played integral role in supervising senior debate club -- students’ enthusiasm and parents’ positive response exciting. |
| Duties included working with tennis team after school | Managed & directed after-school tennis team involving 30 students | Strengthened tennis team by managing and directing after-school practice for 30 seniors, resulting in second place district championship |
| Enjoy teaching art lessons | Prepared and displayed creative art activities | Prepared creative art activities, increasing students’ skills and confidence |