

## 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.

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 11 <sup>th</sup> grade values unit for multicultural student populations	Designed 11 <sup>th</sup> 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