Description = Accomplishment Statements

When describing an experience on a resume, go beyond listing job responsibilities and duties.
It is more impactful to showcase skills, contributions, and value to the reader with accomplishment statements.
A method to keep in mind when drafting those descriptions is ACE.

ACE Method = (A)ction Verb + (C)ontext + (E)nd Result

Here's a breakdown of the 3-part ACE formula:

- **(A)ction Verb** = Strong and unique action-oriented verb
- **(C)ontext** = Description of task
- **(E)nd Result** = What skills did you use? What did you achieve? What was the impact? What did you learn? Quantify where possible

Example:

- Weak Statement: **Responsible for creating social media content**
- OK Accomplishment Statement: **Created unique social media content using Canva and iMovie**
- ACE Accomplishment Statement: **Created unique social media content using Canva and iMovie which strengthened brand recognition and increased Instagram followers by 10% in a 3-month period**