

# PACE UNIVERSITY

## Human Resources

### Achievement Statement Guide

Use the **What + How + Who + When + Result** formula to build powerful achievement statements that highlight your impact clearly and concisely.

#### Step-by-Step Guide

- **What** – Describe what you accomplished or worked on. Be specific and relevant.
- **How** – Explain the methods, tools, or processes you used. Focus on your skills, creativity, or effort.
- **Who** – Identify the audience, clients, team, or department that was impacted. This shows the scope of your contribution.
- **When** – Provide timeframes (e.g., quarterly, annually, during a project). Helps give context and urgency.
- **Quantify & Focus on Results** – Highlight specific results (numbers, percentages, savings, improvements). Show the impact of your actions.

#### Put It All Together

##### Achievement Statement Example:

“Developed a new onboarding program by collaborating with cross-functional teams and using survey feedback to support new hires across four departments during Q2, resulting in a 30% reduction in onboarding time and a 20% increase in satisfaction scores.”

#### Tips

- Start each statement with a strong action verb (e.g., led, designed, implemented, streamlined).
- Keep the focus on your contribution and outcomes.
- Avoid vague terms—be specific and back it up with data where possible.
- Use 1–2 sentences per statement—clear and concise wins.