

Action Verbs Samples With Accomplishment Statements

[Action Verb/skill + what you did + Result/Outcome/Purpose]

Volunteer Coordinator, The Salvation Army

- **Succeeded** as part of the Christmas Kettle campaign team to raise approximately \$1,072,800 for the operation of the Salvation Army's year round family support services
- **Conducted** a recruitment campaign for volunteers in hard to reach markets through various marketing strategies including newsletters, ads, volunteer fairs, brochures and posters
- **Coordinated** over 20 staff members and 66 kettle locations throughout Calgary and surrounding area, ensuring consistent communication among all parties during the campaign.

Marketing Assistant, Calgary Counselling Centre

- **Created** a Strategic Communications Plan for the 2007 Calgary's Bravest Men gala and assisted in coordinating this event by securing over 170 corporate donations
- **Coordinated** Calgary Career Counselling's first fundraising casino, recruiting volunteers, completing applications and organizing shifts
- **Secured** event media through press releases, organizing interviews, and hosting interviewees including the Mayor of Calgary, Bravest Man Award Recipient

Administrative Assistant, SMART Technologies

- **Communicated** with clients and resellers internationally regarding orders, ensuring fast and friendly customer service at all times in this high energy environment
- **Advocated** for a more cost effective shipping structure and created a more efficient filing system for the accounting department
- **Managed** weekly inventory procedure, exercising organizational skills to maintain detailed and accurate records

Volunteer Position, 538 Royal Canadian Air Cadets

- **Supervised**, taught and tutored up to 90 youth in academics, leadership skills, physical fitness, fundraising and citizenship activities
- **Completed** a six week intensive leadership training course managing a demanding course load in a high pressure environment with extensive group collaboration
- **Promoted** a sense of personal and collective pride, achievement and discipline for all group members and supported cadets experiencing personal struggles

Grade One Practicum Teacher, Matrix School

- **Planned** and implemented a range of inquiry based lessons that explored number concepts, creating colour and belonging
- **Engaged** students with learning difficulties by involving them in hands-on activities in small guided reading groups and one on one teaching
- **Developed** a critical understanding of the nature of assessment by creating a variety of tools to use which resulted in a well round depiction of the students' abilities