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Accomplishment Statements & STAR Story: Accounting

WHAT IS AN ACCOMPLISHMENT STATEMENT?

These are statements that make up any section of your resumé where you are stating experience, including Education, Related Experience, Volunteer Experience, Extracurricular Activities and Interests. The focus is not on the duties you performed, but on providing evidence of how well you performed them by utilizing the skills that will be valued in your target position.

Two possible formulas for Accomplishment Statements:

Option 1		
Action Verb (s)	**What you did/How you did it**	**Result**
Led and managed	a team of 4 junior accountants by regularly monitoring their performance, following up on soft deadlines, and providing constructive feedback when needed;	which resulted in producing accurate outcomes, 2 weeks in advance of the project deadlines, for 3 years in a row.

Option 2		
Action Verb (s)	**Result**	**What you did/How you did it**
Achieved	reduced preparation time for monthly financial statements	by developing a more efficient process, using Excel to track client records.

WHAT IS A STAR STORY?

The **STAR** technique can be used in cover letters and for answering behavioural interview questions. The use of STAR technique is an effective way to provide evidence of your skills and competencies, and to highlight your accomplishments from your relevant current or previous jobs or educational experiences in a clear, concise, and structured manner.

Formula: STAR = S (situation) + T (task) + A (actions) + R (results)

STAR Example:

Question: Tell me about a time you had to lead an accounting project?

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S: A few months ago, our team was busy preparing our end-of-year financial statements for the company, when two of our senior team members suddenly had to take leave due to family emergencies.

T: It was up to the rest of the team and I to cover their roles, despite being junior and not having the expertise.

A: I took the initiative to study past financial statements of the company, and teach myself the advanced level of the software that was used to create the statements. I took the lead with my team, and delegated tasks to the other members, so that we would be able to complete the work by the deadline.

R: The result was that we were able to finish three days before the deadline, and my senior team members commended me for demonstrating strong leadership in the hour of need.