A.T.R. Model for Writing Accomplishment Statements

JOB

What is the A.T.R. Model?

The ATR Model is a formula to assist in writing an accomplishment statement that can live on either your resume or state application.

Steps for using the ATR Model

Follow these four steps to practice writing Accomplishment Statements.

<u>A</u>ction Verb + <u>T</u>ask + <u>R</u>esult   =   Accomplishment Statement

1. Start by identifying a task you have done in your current or previous roles that aligns with the duties of the job you are applying for. The Deconstruct a Job Opportunity Announcement Worksheet can be a helpful tool in this step.

   Example: Work on complex taxpayer account

2. Identify the steps that you took in completing your task. Turn those steps into action verbs by selecting descriptive verbs that paint a picture of the steps you took.

   Examples:

Actions	*Action Verbs*
Talked to lead	*Communicate*
Review account	*Analyze*
Confirm information is correct	*Validate*

3. Identify the result of your task.

   Example: Resolved taxpayer account, maintaining 98% accuracy rate.

4. Utilize the A.T.R Module Worksheet to construct your example into a strong accomplishment statement. Begin with the action verb, briefly state the task, and wrap up with the result.

   Example:

Action Verb	*Task*	*Result*
• *Communicate* • *Analyze* • *Validate*	• *Worked on complex taxpayer account*	• *Resolved taxpayer account, maintaining 98% accuracy rate*

5. Put it all together

   Example: Analyze taxpayer account utilizing Taxpayer Folder and Case Management to identify outstanding payments. Validate and communicate findings with lead. Maintain 98% accuracy rate.

Tips for Writing an Accomplishment Statement

- Start by identifying a task
- Quantify as much as possible.
- Use one-to-three sentences.
- Mention your resources when possible.

A.T.R. Model Worksheet

Action Verb

Introduce when and where your example occurred.

Task

Describe the example you are using to answer the question.

Result

Wrap up by sharing the outcome of the task.