

Skill Statements

Turn your information about your past work experience, duties and accomplishments into high impact skill statements. To do this you will need to:

- Practice developing skill statements
- Relate your skills to the targeted position if you are writing a targeted resume
 - Include only your most important skills, characteristics and accomplishments that relate to the targeted position
- For a master resume, develop skill statements for all identified skill areas

The most effective resumes contain skill statements that allow you to show your accomplishments; however, accomplishments can be tough to track. To identify accomplishments for each of your job or work experiences (paid or unpaid), think of examples where you performed well. Once you think of a few examples, break them down into the following parts:

- What was the challenge/problem?
- What you did do about it?
- What was the result/outcome?

Using this approach to shape your skill statements will help to create strong and effective descriptions to add to your resume.

Example

What was the challenge/problem?

The company was experiencing a high number of workplace accidents.

What did you do about it?

Joined the safety committee and helped develop new safety policies.

What was the result/outcome?

Reduced number of accidents by 20 per cent over the first year policies were in place.

Using the answers to these three questions, you can create a high-impact skill statement to add to your resume. To add strength to your statement, begin the sentence with an action verb (ex: managed, assembled, guided, promoted, arranged) See action verbs underlined below:

Activity

Use the space provided to develop your skill statements. See the Action Verb List in the following section for help getting started.

What was the challenge/problem?

What did you do about it?

What was the result/outcome?

Skill Statement