

SKILL STATEMENTS are key to improving each bullet on your resume.

Do this by citing a SITUATIONAL EXAMPLE of your skills – and the RESULTS or OUTCOME of your work.

Skill statements QUANTIFY how your actions were beneficial to your team or employer. Read the examples below. Think about what specific information you'd insert to complete the statements.

- Conceived and/or created a new program, system, service, procedure or plan resulting in...
- Initiated, devised, and carried through a complex plan or process that...
- Successfully handled an emergency situation or crisis that...

There is a formula for SKILL STATEMENTS: **SITUATION / TASK + ACTION = RESULT (STAR)** ☆

**SITUATION or TASK:** Describe the Situation (what was the problem?)  
*City needed a comprehensive room renovation so employee training workshops could be taught in-house.*

**ACTION:** What action did you take?  
*Aided in drafting the room renovation model and project plan from start to completion.*

**RESULT:** What were the results of your efforts? Quantify the results whenever possible with percentages, dollars, or scope.  
*City now has a proper room to house their employee training workshops, tailored to the City's needs. The training can now be taught in-house for a fraction of the cost of renting space elsewhere.*

**SUMMARIZE YOUR ACCOMPLISHMENT IN A SINGLE STATEMENT OR SEVERAL STATEMENTS:** *Saved the City 35% to 50% in costs by aiding to design and plan a room renovation, from concept to completion, for employee training workshops.*

#### OTHER EXAMPLES OF SKILL STATEMENTS

- Aided to design and plan a room renovation for Managers and Supervisors to give training workshops in-house, eliminating the need to rent a room elsewhere.
- Worked collaboratively with sub-contractors to complete renovation projects within or under budget.
- Worked with crew on project demolition/renovation, dry walling, framing, finishing, cabinetry, floor, door, and electronics installation.
- Communicated to Managers and Supervisors of newly renovated room features, increasing their capabilities in workshop training effectiveness.

**1. Describe your leadership and/or management style and give an example:**

Situation:

Action:

Result:

Accomplishment Statement:

**2. Describe your communication skills (verbal and / or written):**

Situation:

Action:

Result:

Accomplishment Statement:

**3. Describe your numerical, budget or accounting skills:**

Situation:

Action:

Result:

Accomplishment Statement:

**4. Describe a situation where you took charge of an emergency situation:**

Situation:

Action:

Result:

Accomplishment Statement:

**5. Describe your experience working with diverse populations:**

Situation:

Action:

Result:

Accomplishment Statement:

**6. Describe your leadership and/or management style and give an example:**

Situation:

Action:

Result:

Accomplishment Statement:

**7. Describe your communication skills (verbal and / or written):**

Situation:

Action:

Result:

Accomplishment Statement:

**8. Describe your numerical, budget or accounting skills:**

Situation:

Action:

Result:

Accomplishment Statement:

**9. Describe a situation where you took charge of an emergency situation:**

Situation:

Action:

Result:

Accomplishment Statement:

**10. Describe your experience working with diverse populations:**

Situation:

Action:

Result:

Accomplishment Statement:

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