

Sample Skills Headings & Success Statements

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|-------------------------|------------------------|-------------------|----------------------------|-------------------|
| Accounting | Curriculum Development | Human Resources | Negotiation | Public Relations |
| Administration | Customer Relations | Demonstration | Office Support | Purchasing |
| Analysis | Data Analysis | Design | Operations Analysis | Quality Control |
| Auditing | Editing | Interpreting | Organization | Reporting |
| Communication | Engineering | Interviewing | Organizational Development | Research |
| Computer/Technical | Evaluation | Inventory Control | Media Relations | Staff Development |
| Consulting | Facilitating | Management | Problem Solving | Supervision |
| Contract Administration | Financial Planning | Marketing | Program Development | Systems Analysis |
| Coordination | Forecasting | Mediation | Project Coordination | Teamwork |
| Counseling | Fundraising | Merchandising | Promotion | Training |

Sample Success Statements by Transferrable Skills

The first section below, Planning and Organizational Skills, has been customized to include SPECIFIC details. Be sure to add specific details to customize these statements to highlight your skills for employers.

Planning & Organizational Skills

- Meet deadlines and manage time effectively as a division I student athlete in tennis
- Work under time and environmental pressures in a fast-paced distribution center
- Assess needs for staffing and create weekly work schedules for 12 employees
- Work effectively with other students to achieve a 50% increase in recycling in the dorm
- Successfully juggle multiple demands at work and school while maintaining a 3.5 GPA

Critical Thinking/Analytical Skills

- Quickly and accurately identify the key issues when making a decision or solving a problem
- Examine assumptions underlying analyses or conclusions
- Recognize interrelationships in information obtained from diverse sources
- Critically evaluate theories and research and apply the results to solve problems
- Create innovative solutions to complex problems

Interpersonal Skills

- Keep a team on track when working towards a goal
- Interact and work effectively with peers, superiors and subordinates from diverse cultural, social, ethnic and religious backgrounds
- Expand leadership skills while building a new chapter of...
- Delegate tasks and responsibilities
- Proven ability to work on a team or independently

Communication Skills

- Organize and present ideas effectively for formal and spontaneous speeches
- Effectively participate in group discussions and brainstorm ideas
- Read and condense large amounts of material
- Write reports clearly, grammatically, concisely, and in appropriate format
- Write and speak in a French

Research & Investigation Skills

- Use a variety of sources of information to research problems
- Conduct literature search on...
- Apply a variety of research methods to test the validity of data
- Construct, administer and interpret questionnaires for research
- Analyze and interpret statistical data using SPSS
- Select, administer, score, and interpret various psychological tests or assessments

Adapted from Source: Marquette University (www.marquette.edu/csc/students/documents/TransferableSkills_UP96_000.pdf)

Sample Success Statements by Job Function*

Accounting and Finance

- *Reviewed* finances and securities pertaining to advances and shipping for 200 clients
- *Generated* income statements, balance sheets, general ledger, checks, and financial reports

Communication

- *Edited* and *typed* grant proposals, research papers, and reports
- *Reported* and *wrote* articles and columns for bi-monthly arts and entertainment publication

Computer and Technical

- *Developed* an online program using ezPlug to track status of all invoices
- *Designed* Access database to track data collection
- *Used* computer software to prepare reports, graphs, brochures, and to conduct research

Engineering

- *Applied* knowledge of thermodynamics and reactor design to complete simulation from preliminary coding
- *Observed* and *participated* in exploration of mines surrounding the Great Salt Lake

Management and Human Resources

- *Trained* and *supervised* six customer service associates in a retail setting
- *Developed* nationwide relocation policy and procedures manual for new employees

Sales and Marketing

- *Contacted* vendors to rent booths, *sent* promotional materials to potential buyers, and *sold* media advertising
- *Utilized* customer service and sales skills to *sell* home security systems door-to-door

Science

- *Developed* laboratory microcomputer systems for instrument automation and custom test equipment
- *Conducted* more than 500 manual and computerized assays of steroids and fibrogens in a hospital lab

Social and Human Services

- *Worked* in a variety of human service programs including *supervising* adolescents in group homes
- *Administered* psychological and educational testing for students ranging from pre-kindergarten to fifth grade

*Resume Buzzwords, 2005, Herman, E. and Rocha S., Adams Media, Avon, MA.

Building Effective Success Statements/Bullet Points

A good success statement used in effective cover letters, resumes, and online applications should:

- Start with an action VERB and briefly describe a skill, responsibility, or task
- Identify any tools or processes (computer programs, team efforts, equipment) used to accomplish the above
- Use numbers to show results and scope/scale of your success
- Be represented as a bullet point (not written as a complete sentence—no periods)