

Introduction

Use skills statements in your resume (in the form of bullet-points) to describe the experiences and accomplishments that will be *of interest to an employer*. It is important to tailor the description of your experiences to fit the job duties, responsibilities, and qualifications listed in the job posting. Below are excerpts from two real-life job postings, followed by examples of weak and strong skills statements.

Example #1: Environmental Education Coordinator

Job Duties and Responsibilities:

- Conduct presentations, workshops, in field training and demonstration projects.
- Prepare educational materials for diverse audiences and maintain web site.
- Pursue grants and other funding sources to enhance Water Resource Education Program.
- Collaborate with Watershed Partners and other entities conducting water resource education efforts to minimize overlap and maximize effectiveness.

Qualifications:

- Demonstrated written, verbal, and presentation skills (including PowerPoint).
- Demonstrated networking, team-building, research, coordination, and multi-tasking skills.
- Ability to work with a diverse public audience.
- Web authoring experience.

Sample Skills Statements for Environmental Education Coordinator

Weak: Responsible for the organization's website.

Strong: Developed and maintained the organization's website, providing convenient and up-to-date information to the public, including: a description of services offered and workshop calendar.

Weak: Gave presentations to classes.

Strong: Conducted bi-weekly presentations using PowerPoint software to environmental science classes of 30 students or more on the effects of industry on the Mississippi River watershed.

Weak: Solicited money to fund our programs.

Strong: Collaborated with the program director in writing three separate grants valued at more than \$20,000 to fund a new community outreach program on environmental responsibility.

Weak: Made brochures for the public.

Strong: Wrote and designed four educational brochures introducing local natural resources issues to the general population, for office use and public distribution.

Example #2: Team Coordinator

Job Duties and Responsibilities:

- Coordinate and participate in new Team Member recruitment, retention, interview, selection, and orientation activities.
- Facilitate Team Member training and development, utilizing corporate training programs.
- Make sure all Team Member concerns are addressed and resolved in a timely manner.
- Ensure Team Member-related programs and policies, including the drug-free workplace program are followed.

Qualifications:

- Basic knowledge of principles of employee selection and employment laws.
- Exceptional analytical, organizational, communication skills, and problem-solving ability.
- Proven leadership skills and propensity for diplomacy and tact.
- Ability to perform successfully under tight time constraints.
- Strong computer skills.

Sample Skills Statements for Team Coordinator

Weak: Helped the boss hire new employees.

Strong: Assisted in the recruitment and selection of four new student employees by creating and distributing recruitment announcements, reviewing resumes, and co-facilitating interviews.

Weak: Trained-in new student staff.

Strong: Designed and facilitated new student employee training program, preparing new office members to serve clients using standard protocols and changing technologies.

Weak: Scheduled students' shifts.

Strong: Collaborated with student workers to organize and coordinate their schedules, using Oracle Calendar software.

Weak: Responsible for many things at once.

Strong: Managed multiple projects, consistently meeting daily, weekly, and monthly deadlines while leading student workers in their tasks.

Weak: Helped figure out why students don't use the services they pay for.

Strong: Analyzed the problem of decreasing student services utilization and proposed a solution involving a comprehensive marketing strategy that contributed to a 30% increase in students served.

Final Check

- I have included skill statements that are related to the duties and qualifications in the job description.
 - My skill statements are descriptive and engaging and describe the depth, breadth, and accomplishments of my experience.
 - My skill statements include a variety of skills and are not repetitive.
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