SKILL STATEMENTS

OVER 80% OF ALL JOB SEEKERS ARE UNABLE TO IDENTIFY AND COMMUNICATE THEIR SKILLS TO EMPLOYERS!

EMPLOYERS WANT TO KNOW:

- How many people or products were involved
- How many people you assisted
- How long the results lasted
- Size of the budget
- How quickly the task was accomplished
- Percent or amount of increase or decrease
- Savings of time and/or money

This type of communication is most effectively presented as a skill statement.

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SKILL STATEMENT (S*T*A*R) COMPONENTS

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Skill statements contain the following five components:

1. **State the skill**
   Identify your specific skill

2. **Describe the setting and title (S and T)**
   Include information such as “who, what, where, when, and why,” so they can later relate your story back to your resume.

3. **Tell the story by describing the action and reinforcing with measurable data (A)**
   What did you do? Give details and quantify whenever possible!
   How many? How long? Identify increases or decreases....

4. **Emphasize results (R)**
   Why was the use of this skill important? Why was this situation significant?

5. **Offer a link to the job you are targeting**
   Explain why this skill could be of importance to the employer for the job you have targeted.

S = Skill and Setting
T = Title
A = Action
R = Results
SKILL STATEMENTS EXAMPLE

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   Identify your specific skill

2. Describe the setting and title (S and T)
   Include information such as “who, what, where, when, and why,” so they can later relate your story back to your resume.

3. Tell the story by describing the action and reinforcing with measurable data (A)
   What did you do? Give details and quantify whenever possible!
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4. Emphasize results (R)
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Step 1 - Skill: A strength I’d bring to your team is my ability to take initiative with problem-solving. I’ll provide you an example:

Step 2 - Setting:
While I was a manager for the information technology staff at Western University, an upset faculty member stopped into our offices and began a heated discussion with one of the employees, accusing her of not doing her job.

Step 3 - Story describing action/Reinforce with measurable data:
I immediately approached him, explained I was the manager and offered assistance. He calmed down a little bit and said the equipment my employee ordered was wrong. He needed it for a large presentation the next day. I apologized for the mistake we made and assured him we’d replace it right away. We were out of the equipment in our office, so I checked with our satellite campuses in the metro area until I found what he needed. I sent the original employee out to pick it up that afternoon and had it to the faculty member by the end of the day.

Step 4 - Emphasize results:
As a result, he received the equipment he needed on time. He appreciated our efforts and later even volunteered to work with my team on a committee to promote faculty-staff communication. Also, my employee learned more about providing quality customer service.

Step 5 - Offer a link to the job you are targeting:
I’m ready to bring my problem-solving ability to the management position here.
SKILL STATEMENTS FORM

Skill: ________________________________________________

Setting and Title: ________________________________________________

Story/Action: ________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Results: ________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Link: ________________________________________________

______________________________________________________________

______________________________________________________________

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