

College students frequently express concerns about their perceived lack of experience, the challenge of aligning their past experiences with job requirements, and how to bridge gaps between different realms of experience. To ease these anxieties and begin learning those resume writing skills, just follow this simple three-step worksheet:

## Step 1: What are your transferrable skills?

Place a checkmark next to each skill you possess. Think about all settings in which you may have used/developed each skill. Then circle the ones you consider to be your top 10.

## Step 2: Think of examples of how and when the skill is used.

Write down when & where those skills were learned and developed.

## Step 3: Bring it all together!

Turn these general concepts into polished experience statements that highlight why you are qualified for a position.

### COMMUNICATION & RELATIONSHIP BUILDING

- Writing clearly and concisely
- Listening attentively
- Expressing ideas
- Using media to present idea
- Reporting information
- Public speaking
- Making presentations
- Describing feelings
- Improvising
- Doing more with less
- Appreciating diversity
- Providing accurate descriptions



### COLLABORATION

- Generating and initiating an idea
- Making decisions with others
- Respecting others
- Developing rapport
- Sharing credit/cooperation
- Interacting effectively
- Collaborating in diverse or multicultural environments
- Meeting team expectations
- Perceiving feelings, situations
- Listening to others



### RESEARCH & ANALYTICAL SKILLS

- Forecasting/predicting
- Designing an experiment
- Imagining alternatives
- Identifying resources
- Extracting important information
- Defining needs
- Developing strategies
- Formulating conclusions
- Conceptualizing ideas
- Observing and discovering
- Analyzing information
- Presenting finding

### MANAGEMENT

- Managing and supervising groups
- Delegating responsibility
- Promoting and adapting to change
- Prioritizing tasks
- Identifying areas for improvement
- Facilitating meetings
- Coaching/mentoring/counseling
- Evaluating progress
- Giving praise and credit
- Setting and accomplishing goals
- Eliciting input and providing feedback



### PROBLEM-SOLVING

- Anticipating potential problems
- Defining problems and possible causes
- Identifying and selecting solutions
- Creating innovative approaches
- Involving group members in problem-solving
- Developing plans to implement solutions
- Establishing general principles
- Teaching/training others
- Mediating disagreements
- Implementing sound decisions
- Measuring impact



### GENERAL SKILLS & TASK MANAGEMENT

- Setting and meeting deadlines
- Accepting responsibly
- Enlisting help
- Editing/proofing
- Negotiating/persuading
- Seeking opportunities for professional growth
- Taking initiative
- Managing time and stress
- Responding well to feedback
- Remaining calm under pressure
- Learning new tools/techniques

**Step 2: Brainstorm examples of how you used each skill**



Here's a simple template to spotlight your six top skills in the left-hand column. Afterward, make a quick note of where you showcased each skill. Don't worry about diving deep into specifics just yet; that's coming in step 3. Remember that your unique skills may have been applied in just one or two areas.

| TRANSFERABLE SKILL | EMPLOYMENT OR INTERNSHIP EXPERIENCE | CAMPUS & COMMUNITY ACTIVITIES/RESEARCH |
|--------------------|-------------------------------------|--|
|                    |                                     |  |
|                    |                                     |  |
|                    |                                     |  |
|                    |                                     |  |
|                    |                                     |  |
|                    |                                     |  |

**STEP 3: CREATE A POLISHED EXPERIENCE STATEMENT**

Take these big-picture concepts and turn them into resume gold. Crush this resume game by kickstarting each point with a dynamic **action verb** that highlights your initiative, adding in the juicy **specifics (context)** with both **quantitative and qualitative (measurable)** flair, and finally, showcase the epic **results** of your efforts to highlight your value.

| ACTION VERBS                | CONTEXT  | MEASURABLE           | END RESULT   |
|-----------------------------|--|----------------------|--|
| Example: Conducted research | emerging artists, across Southern California region for San Diego Art Museum | 10 promising talents | Conducted in-depth research on emerging artists, across the Southern California region, resulting in the identification of 10 promising talents for potential inclusion in upcoming exhibitions at San Diego Museum of Art |
|                             |  |                      |  |
|                             |  |                      |  |
|                             |  |                      |  |

**MANAGEMENT & LEADERSHIP**

**COMMUNICATION**

**QUANTITATIVE**

**HELPING**

**ATTENTION TO DETAIL & ORGANIZATION**

**CREATIVE**

- ADMINISTERED
- APPOINTED
- APPROVED
- ASSIGNED
- ATTAINED
- AUTHORIZED
- CHAired
- CONSOLIDATED
- CONTROLLED
- COORDINATED
- DECIDED
- DELEGATED
- DIRECTED
- ELIMINATED
- EMPHASIZED
- ENFORCED
- ENHANCED
- EXECUTED
- HANDLED
- HEADED
- HIRED
- HOSTED
- INCREASED
- INSTITUTED
- LED
- MANAGED
- MERGED
- OVERHAULED
- OVERSAW
- PLANNED
- PRIORITIZED
- PRODUCED
- RECOMMENDED
- STREAMLINED
- STRENGTHENED
- SUPERVISED

- ADDRESSED
- ADVERTISED
- ARTICULATED
- AUTHORED
- CLARIFIED
- COMMUNICATED
- COMPOSED
- CONDENSED
- CONFERRED
- CONSULTED
- CONTACTED
- CONVEYED
- CONVINCED
- CORRESPONDED
- DEFINED
- DESCRIBED
- DISCUSSED
- DRAFTED
- EDITED
- ELICITED
- ENLISTED
- EXPRESSED
- INFLUENCED
- INFORMED
- INSTRUCTED
- INTERACTED
- INTERVIEWED
- JOINED
- JUDGED
- LISTENED
- MEDIATED
- MODERATED
- MOTIVATED
- NEGOTIATED
- OBSERVED
- OUTLINED
- PERSUADED
- PRESENTED

**RESEARCH**

- PROMOTED
- PROPOSED
- PUBLICIZED
- RECRUITED
- REINFORCED
- REPORTED
- RESPONDED
- SOLICITED
- SPECIFIED
- SUGGESTED
- SYNTHESIZED
- TRANSLATED
- WROTE
- ANALYZED
- COMPARED
- CONDUCTED
- CRITIQUED
- DETECTED
- DETERMINED
- DIAGNOSED
- EVALUATED
- EXAMINED
- EXPERIMENTED
- EXPLORED
- EXTRACTED
- FORMULATED
- GATHERED
- IDENTIFIED
- INSPECTED
- INTERPRETED
- INVESTIGATED
- LOCATED
- MEASURED
- RESEARCHED
- SEARCHED
- SUMMARIZED
- SURVEYED
- TESTED

**TECHNICAL**

- ADJUSTED
- ALLOCATED
- ANALYZED
- APPRAISED
- ASSESSED
- AUDITED
- BALANCED
- CALCULATED
- COMPUTED
- CONSERVED
- CORRECTED
- ESTIMATED
- FORECASTED
- MARKETING
- PROJECTED
- RECONCILED
- RETRIEVED
- ADAPTED
- ASSEMBLED
- BUILT
- CONSTRUCTED
- CONVERTED
- DEBUGGED
- ENGINEERED
- FABRICATED
- INSTALLED
- MAINTAINED
- OPERATED
- PROGRAMMED
- RECTIFIED
- REGULATED
- REMODELED
- REPAIRED
- REPLACED
- SOLVED
- SPECIALISED
- STUDIED
- UPGRADED

- ADVISED
- ADVOCATED
- ANSWERED
- CARED FOR
- COACHED
- COLLABORATED
- CONTRIBUTED
- COOPERATED
- COUNSELED
- DEMONSTRATED
- EDUCATED
- ENABLED
- ENCOURAGED
- ENSURED
- EXPEDITED
- EXPLAINED
- FACILITATED
- FAMILIARIZED
- FURTHERED
- GUIDED
- INTERVENED
- MOTIVATED
- PROVIDED
- REFERRED
- REHABILITATED
- SIMPLIFIED
- SUPPLIED
- SUPPORTED
- TAUGHT
- TRAINED
- TUTORED
- VOLUNTEERED

- ARRANGED
- CATALOGED
- CATEGORIZED
- CHARTED
- CLASSIFIED
- COMPUTED
- CODED
- COLLECTED
- COMPILED
- DISTRIBUTED
- GENERATED
- IMPLEMENTED
- INCORPORATED
- LOGGED
- MONITORED
- OBTAINED
- ORDERED
- ORGANIZED
- PREPARED
- PROCESSED
- PURCHASED
- RECORDED
- REGISTERED
- RESERVED
- REVIEWED
- ROUTED
- SCHEDULED
- SUBMITTED
- STANDARDIZED
- SYSTEMATIZED
- UPDATED
- VALIDATED
- VERIFIED

- ACTED
- COMBINED
- CONCEPTUALIZED
- CREATED
- CUSTOMIZED
- DESIGNED
- DEVELOPED
- DISPLAYED
- DREW
- ENTERTAINED
- ESTABLISHED
- FASHIONED
- FOUNDED
- ILLUSTRATED
- INITIATED
- INTEGRATED
- INTRODUCED
- INVENTED
- MODELED
- MODIFIED
- ORIGINATED
- PERFORMED
- PHOTOGRAPHED
- REVISED
- REVITALIZED
- SHAPED

**ACHIEVEMENT**

- ACHIEVED
- COMPLETED
- EXPANDED
- EXCEEDED
- IMPROVED
- PIONEERED
- REDUCED
- RESOLVED
- RESTORED
- TRANSFORMED