



## SKILL STATEMENTS

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

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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

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.
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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: \_\_\_\_\_

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Results: \_\_\_\_\_

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Link: \_\_\_\_\_

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