

Power Statements

Power statements create a more powerful résumé. They highlight your achievements, illustrate your tasks, quantify your results and show your impact in a role. **Jobs, internships, community service, club involvement, military experience and projects should all be backed up with power statements.** A power statement should be no more than two lines.

Power Statement



Action Component

ACTION WORD AND CONCISE DESCRIPTION OF TASK

- Describe your actions to complete a task or solve a problem by using an action word.
- Focus on key skills and words found in your industry.
- Use the position description as a guide on what skills and words to use.



Result Component

QUANTIFIED RESULTS AND OTHER CONCRETE EVIDENCE

- Your results illustrate how your efforts can translate to the organization to which you are applying.
- Quantify with numbers, including percentages, dollars or volume.
- Only quantify when appropriate. This can be overdone if forced into every bullet point.

Baseline

“Served sandwiches to satisfy customer requests.”

- This is a description of responsibilities. While it supports that you have customer service experience, it lacks connections to your transferable skills.

On Your Way

“Provided excellent customer service by listening to successfully serve customers.”

- This statement is more appealing because it demonstrates transferable skills and includes a desirable outcome.

Finish Line

“Provided excellent customer service by listening and responding to customer needs and diffusing tension during rush times. Implemented new processes to reduce ingredient waste by 30% over the year.”

- This statement encompasses the positive aspect of the two previous examples. It also explains efforts and includes a quantified desirable outcome that translated to various fields and positions.

