

Example & Accomplishment Statements

Here are some examples of how other students have demonstrated these skills through class projects, internships, volunteer work and part-time jobs. Review these examples to help identify and describe your own experiences using these skills.

□ WRITING

translate, write, compose, edit, craft, revise, draft

- **Identified** prospective donors and **wrote grant proposals** to help support K-12 after-school enrichment programs.
- **Conceptualized and drafted** material for organization's marketing brochure.

□ COMMUNICATION

convey, correspond, engage, publicize, connect, influence, mediate, negotiate, present, promote, teach, train, explain

- **Trained** new employees on company's procedures and processes.
- **Serve as liaison** to campus community as president of the Creative Arts Club and **present** to various campus groups to increase awareness on campus.

□ TEAMWORK

collaborate, partnership, contribute, discuss

- **Collaborated** with team of five for class project to research and design curriculum for after-school program to meet needs of multicultural student populations.
- **In partnership** with **15 classmates and faculty**, successfully organized and planned "Green Careers Week," a career information event for students.

□ INTERPERSONAL

cultivate, develop, foster, interpret, understanding, relate

- **Counseled and advised** diverse populations while working as a peer advocate in the Health Center at SJSU.
- **Tutored and mentored** high school students at Youth Works, an afterschool enrichment program for under-represented youth.

□ LEADERSHIP

initiate, spear-head, establish, launch, implement

- **Initiated and developed** the concept for SJSU's "Evening Art Walk", an event where creative arts students can showcase their final senior projects.
- **Spear-headed planning** for the Global Studies' commencement ceremony as part of the student leadership team.

□ COMPUTER SKILLS

program, design, compute, build, develop,

- **Created** and maintained donor **database** using **Razor's Edge Software** including processing all financial donations (individual grants and corporate pledges).
- **Designed** organization **website** and **published** online reports and articles.

□ ATTENTION TO DETAIL

organize, edit, focus, attentiveness, concentrate, review

- **Developed** agenda, **scheduled** speakers, and **organized** discussion groups as **coordinator** for a 4-day international student conference.
- **Edit copy** for student newspaper and ensure that grammar, layout and content are **accurate**.

□ PROBLEM SOLVING

clarify, strengthen, solidify, improve, increase, resolve

- **Improved** access to health care services for qualifying community members **by coordinating monthly team meetings** with lawyers, physicians, and social workers to **efficiently process approvals**.

□ ORGANIZATION

prepare, goal setting, coordinate, direct, manage, arrange, meet deadlines, deliver

- **Organized** and brought together local artists from all over the San Francisco Bay Area for fundraising and promotion a events.
- **Provided organizational support** to staff including **managing schedules**, supply purchasing, filing, preparing development materials, and **coordination of meetings**.

□ GLOBAL AWARENESS

global consciousness, cultural competency and awareness, forging common ground, inclusion

- **Developed international counseling experience** while participating in a summer internship at the University of Zambia.
- **Founded an International Student Mentoring Program** where domestic and international students are paired for a semester in order to foster awareness, inclusion and understanding of each other.

□ ANALYTICAL

investigate, observe, discern, perceive, consider, evaluate, assess

- Assist in the **evaluation and assessment** of potential candidates for all administrative support openings as human resources intern.
- **Review** account ledgers and balances to ensure accurate billing and **financial analysis**.

□ FLEXIBILITY

adapt, acclimate, adjust, modify, familiarize

- **Demonstrated adaptability** while providing excellent customer service as shift leader in a busy retail environment while **managing other various work priorities**.

☐ MULTI-CULTURAL

collaborated on a team with students from diverse cultural and ethnic backgrounds

- **Effectively collaborated** with peers and faculty from **various socio-economic and cultural backgrounds** to develop a presentation on how **cross-cultural values affect** communication in business environments.

☐ CRITICAL THINKING

critique, evaluate, review, measure, examine, problem solving

- **Evaluated customer complaints** and negative reviews for class project at assigned company site, and **identified three key service issues** as well as potential resolutions to improve customer satisfaction.
- **Conducted journal review** to **examine best practices** in addressing poor academic performance in K-12 settings.
- **Created and presented intervention** plan focused on strength based learning methods to improve academic performance at a local elementary school.

☐ CREATIVITY

conceptualize, design, create, invent, generate, draft, formulate, devise

- **Conceptualized and developed** an on-going project for ESL students resulting in a publication of the student's autobiographical works for use as a learning tool for ESL teachers.
- **Created visual concept** for Poets and Writers Coalition's magazine launch.
- **Designed innovative advertising materials** for Annual School of Social Work Fair which contributed to a 25% increase in attendance from the previous year.

☐ DESIGN AND PLANNING

forecast, develop, prepare, calculate, project, anticipate, propose, outline, create

- **Developed four year plan** for incoming freshman to support student success as part of student leadership project.
- **Prepared annual budget** based on analysis of previous year's costs and revenues as the student assistant for operations manager on campus.