

CARDINAL CAREER RESOURCE: WRITING RESUME POWER STATEMENTS

The descriptions of current and previous experiences can be one of the most impactful parts of your resume. They provide examples of your capabilities, showing an employer why you are an excellent candidate. To maximize the impact of your experience descriptions, go beyond listing your tasks and duties. Instead, craft power statements by following the steps below.

When describing experiences and projects on your resume, be sure to:

- Describe **major achievements** and **skills developed** through experience
- Emphasize **skills, experience**, and **qualifications** from the job description
- Begin with an **action verb** at the beginning of each statement, using a variety of verbs if possible
- Use **numbers and metrics** where appropriate to **illustrate your impact/outcomes**

Example: Increased website traffic by 20% through 2-month social media campaign.

- Format descriptions in **bullet point** format

To develop power statements, brainstorm:

1. **What you did** (tasks, special projects, unique accomplishments)
2. **How you did it** (the skills/abilities you used/developed that relate to the desired position/employer)
3. **Why it matters** (the outcomes or impact you had that relate to the desired position or employer)

EXAMPLES:

WHAT DID YOU DO? <i>What duties/tasks did you complete?</i>	HOW DID YOU DO IT? <i>What skills/abilities did you use or develop?</i>	WHY DID IT MATTER? <i>What was the impact/outcome?</i>	RESUME BULLET POINT <i>Start with an action verb and put it all together</i>
Made speeches and gave presentations	• Research • Presentation creation • Public speaking • Engage audience	Educating public about sustainability initiatives	Researched and delivered 8 engaging presentations to educate the public on their role in sustainability initiatives.
Collected water samples	• Working independently • Attention to detail • Following protocols	Ensuring accuracy of samples	Collected weekly water samples independently, ensuring accurate supply for scientists.
Folded and straightened clothing displays	• Organization • Teamwork • Efficiency	Maintaining displays in fast-paced retail environment	Collaborated with 3 teammates to organize and maintain clothing displays in a fast-paced retail environment.

What will this look like on the resume? Use the content as a bullet point on your resume.

For instance:

Watershed Monitor Intern, Skagit Watershed Council, Mount Vernon, WA Jun-Aug 2021

- Collected weekly water samples independently, ensuring accurate supply for scientists.
- [insert additional bullets here as relevant]