EXAMPLES & 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
formulate, translate, write, compose, edit, craft, revise

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

☐ Communication
convey, correspond, engage, publicize, connect, influence, mediate, negotiate, present, promote

• Facilitate team meetings and lead discussions regarding strategic project planning.
• 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.

☐ Self-Starter
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, maintain, monitor, build, calculate

• Maintained donor database using Razor’s Edge Software including processing all financial donations (individual grants and corporate pledges).
• Updated organization website and published online reports and articles.

☐ Attention to Detail
organize, edit, focus, attentiveness, concentrate

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

☐ 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.

☐ Organizational
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 events.
• Provided organizational support to staff including managing schedules, supply purchasing, filing, preparing development materials, and coordination of meetings.

☐ Global Awareness
global consciousness, understanding and knowledge of other cultures

• Developed international counseling experience while participating in a summer internship at the University of Zambia.
• Investigated the global impact of pandemic illnesses and potential strategies for cross-cultural approaches to health education and disease prevention for senior thesis project.
Analytical
- 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
- Demonstrated adaptability while providing excellent customer service as shift leader in a busy retail environment managing various priorities.

Multi-Cultural
- 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
- 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
- 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
- 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.