

How do you talk about your skills? Back up claims with “prove-it” statements

If you think like an employer, you know they are always considering whether their organization could use someone with your knowledge, skills and personal qualities. It is your job to show yourself in the best light and back up your claims with examples. You can't just say you have a skill. You need to prove it! You can do this in a two-step process:

1. Identify your skills in each of the following three categories. This is a great exercise, so really spend some time thinking about what skills you possess.
 - *Self-management skills* - These are the skills that describe the way you work, your personal qualities. Complete the thought: “I am ...”
 - *Transferable Skills* - You have skills that are useful in a variety of fields. These are your transferable skills. Complete the thought: “I can ...”
 - *Job Skills* - These are the skills you use in your particular career or to do a specific job. Complete the thought “I do...” or “I use...” or “I provide...”
2. Give a concrete example that backs up your claim to each skill. You can create a table like the following. Once you written down your skills in one column, go back and write “prove it” statements for each of them. Here are some examples:

S	Dependable	I am often the 1st person to arrive at work each day, so others tend to call me to find out how the day is shaping up.
S	Polite	My evaluators have always noted how professional and polite I am with customers both on the phone and in person.
T	Operate office machines	I receive and send faxes from my computer station as well as the fax machine in the office.
T	Answer business telephone inquiries	I operate a 4-line phone system, either answering questions or directing callers to the appropriate department without dropping any calls.
J	Meeting Coordination	I schedule people and venues for staff and client meetings by using MS Outlook for staff and then communicating with clients and booking rooms in the most convenient manner.
J	MS Office	I complete documents and spreadsheets for reports that include tables, charts, graphs, and illustrations, as well as put together presentation slides quickly and with artistic flair.

Go ahead and use these examples to help you come up with “prove it” statements to support your own skills. If you're having trouble identifying all of your skills in the different categories, please see the reverse for additional resources.

Resources to help you compose a resume:

- Attend the “Resume 1 and Cover Letters” workshop at WorkSource. Schedules can be found online at www.go2worksource.com.
Hint: Look for your local office first.
- Use the WinWay database to build your resume using language from the AutoWriter.
- Make use of a tutorial in the **LearningExpress** online resource in the library or from home at:
<http://www.fvrl.org/findinfo/index.cfm#careers>.
- Visit <http://online.onetcenter.org/> to do some research on the occupation you’re seeking.