W02 Report: Power Statements Worksheet

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# Overview

When applying for a job or networking with people, it is important that you make it easy for them to understand the value you might add to their organization. An effective way to do this is to communicate your skills using powerful skill statements, or “**power statements**.”

*Quick tip: according to* [*latterdaysaintjobs.org*](https://www.latterdaysaintjobs.org/)*, “Presenting facts about your skills and experience is not boasting; it allows others to understand how you can add value to their organization.* [*Power Statements*](https://www.ldsjobs.org/ers/ct/articles/power-statements?lang=eng) *strengthen*[*interviews*](https://www.ldsjobs.org/ers/ct/articles/successful-interview-techniques?lang=eng)*,*[*résumés*](https://www.ldsjobs.org/ers/ct/articles/writing-a-resume-or-curriculum-vitae?lang=eng)*,*[*thank-you letters*](https://www.ldsjobs.org/ers/ct/articles/impressive-written-communication?lang=eng)*, and*[*“Me in 30 Seconds”*](https://www.ldsjobs.org/ers/ct/articles/me-in-30-seconds-statements?lang=eng)*statements.”*

This worksheet will guide you through the process of creating good power statements. You will then update the Experience section of your résumé and copy in your power statements for each job or experience listed. *Note: this document and your résumé both will be turned in this week for grading.*

**Please complete each of the steps below**. *The sections that are graded are highlighted in yellow. Any of these sections left blank will reduce your score on this assignment.*

# Step 1: Build Power Statements

There are different ways you can structure power statements. For this course you will be expected to follow this pattern:

Powerful Action Verb + Result, Impact or Quantity

Examples:

* Managed social media marketing and planned the calendar for 5+ channels on social media
* Developed relationships with key stakeholders and on-boarded 3 influencers to boost new user signups by 42%
* Prepared financial reports in Excel to inform decisions resulting in a 30% increase in fundraising revenues
* Created spreadsheets to interpret and communicate survey results, receiving praise for contributing to more informed decisions
* Tracked market for exploding trends and researched the marketing initiatives of 25+ competing entities
* Engaged with the online community, processing 100+ messages, comments, or emails per day

**Complete the Power Statements table below** to build your power statements. Refer to this list of action verbs to help. For your current job, you may want to use [present tense](https://content.byui.edu/integ/gen/b8b83119-9acc-4a7b-bc84-efacf9043998/0/Grammar-2-3-1.html) for these verbs.

analyzed

assisted

budgeted

collaborated

communicated

conducted

consulted

coordinated

created

demonstrated

developed

distributed

enabled

engaged

established

generated

implemented

led

managed

organized

owned

performed

planned

prepared

produced

provided

researched

reviewed

supervised

tracked

trained

(Can’t find an action verb you want? Try this larger list - [Action Verbs](https://content.byui.edu/file/8f42baa7-78c0-4a04-bf7f-98dfeda0e82e/103/gs170_resource_ActionVerbs.pdf))

| Build Power Statements | |
| --- | --- |
| Following the pattern shown in the examples above, build power statements for at least 2 jobs or experiences on your résumé. For each job, list 2 to 4 power statements. You will use these power statements in your résumé later.   1. Start with a powerful action verb. Choose your own or one from the list above. 2. Then describe a result, impact, or quantity that you performed or accomplished in this job or experience. | |
| *Example* | |
| *Powerful Action Verb* | *The Result, Impact, or Quantity* |
| *Trained* | *new volunteers in prospecting, networking, communication and leadership, who went on to become leaders in organization* |
| *Led* | *fund-raising efforts for the community orphanage, funding it for 2 years* |
| *Generated* | *consumer insights by conducting market research & leveraging findings to improve engagement by 13%* |
| *Coordinated* | *logistics of household of 5 people of all ages, resulting in sustained good health, development and academic progress* |
| First (most recent) Job or Experience on Your Résumé | |
| Powerful Action Verb | The Result, Impact, or Quantity |
| Collaborated | With team members to accomplish goals and give the best service to the customers, who purchased more recurrently. |
| Coordinated | the shipping department to deliver the package on the time and the department improved the quality of delivery. |
| Produced | a new way to find the products with a spreadsheet and helped the sales department with inventories. |
|  |  |
| Second Job or Experience on Your Résumé | |
| Powerful Action Verb | The Result, Impact, or Quantity |
| Implemented | new skills in time management to improve the quality of the service and reduce the workload to other departments. |
| Assisted | the coordinator with some specific documents and improved the way of getting the documents to other departments. |
|  |  |
|  |  |
| Third Job or Experience on Your Résumé *(Optional - Not Graded)* | |
| Powerful Action Verb | The Result, Impact, or Quantity |
|  |  |
|  |  |
|  |  |
|  |  |

***Proceed to next step…***

# Step 2: Combine Power Statements into Bullets to Copy to Résumé.

* + Copy and paste the powerful action verb into the table.
  + Then copy the result/impact/quantity statement and paste it just behind the action verb.
  + Fix any formatting necessary. Be sure they are formatted in bullets with no period at the end, ready to copy to your résumé.

| Combined Bullets for Résumé |
| --- |
| *Example*   * *Trained new volunteers in prospecting, networking, communication and leadership, who went on to become leaders in organization* * *Led fund-raising efforts for the community orphanage, funding it for 2 years* * *Generated consumer insights by conducting market research & leveraging findings to improve engagement by 13%* * *Coordinated logistics of household of 5 people of all ages, resulting in sustained good health, development and academic progress* |
| First (most recent) Job or Experience on Your Résumé |
| Powerful Action Verb + Result, Impact, or Quantity  *Should have same number as you created in the Build Power Statements table above—minimum of 2 for grading* |
| * Collaborated with team members to accomplish goals and give the best service to the customers, who purchased more recurrently * Coordinated the shipping department to deliver the package on the time and the department improved the quality of delivery * Produced a new way to find the products with a spreadsheet and that helped the sales department with inventories |
| Second Job or Experience on Your Résumé |
| Powerful Action Verb + Result, Impact, or Quantity  *Should have same number as you created in the Build Power Statements table above—minimum of 2 for grading* |
| * Implemented new skills in time management to improve the quality of the service and reduce the workload to other departments * Assisted the coordinator with some specific documents and improved the way of getting the documents to other departments |
| Third Job or Experience on Your Résumé *(Optional - Not Graded)* |
|  |

**Save** this document with your name in the filename and follow the instructions in your course to **submit** it for grading and feedback. ***Remember*** *that you will also submit your résumé for grading and feedback this week, in a separate assignment in your course.*