

# RESUME QUALIFICATIONS

## Sample Resume Qualification Action Statements

The descriptive action statements below were created by Employment Resources to assist job seekers in the development of the "Qualifications" section of their resume.

- **(how many)** years experience as a **(what)**.
- **(how many)** years of progressive experience and responsibility with documented success in the areas of **(what)** at various organizational levels.
- **(how many)** years progressive **(what)** experience.
- **(how many)** years successful experience in a **(what)** setting.
- A hands-on professional with a proven record of success in **(what)**.
- Able to communicate and interact effectively with individuals at all levels.
- Able to handle multiple projects concurrently.
- An experienced team player, bringing enthusiasm and energy into group efforts.
- Articulate and creative, offering innovative and practical solutions.
- Assertive, self-motivated, goal-oriented, organized and efficient.
- Able to direct and lead others to produce desired results.
- Able to coordinate all multi-faceted tasks involved in **(what)**.
- Able to visualize solutions to bring about changes.
- Able to work under pressure and meet deadlines.
- Achieved consistent **(what)**.
- Adept at **(what)**.
- Believe in **(what)**.
- Broad experience as **(what)**.
- Can easily break a large project down into smaller pieces, prioritize goals, work under short deadlines without sacrificing creativity.
- Can work within a set budget and meet or exceed expectations.
- Capable of **(what)**.
- Committed to **(what)**.
- Computer skills include **(what)**.
- Consistently successful in **(what)**.
- Dedicated, dependable, and determined.
- Demonstrated ability to **(do what)**.
- Demonstrates competence and poise in professional and social settings.

- Effective communication skills, both written and verbal.
- Effective interaction with **(who)** and **(what)**.
- Excel at directing a cohesive staff in the successful attainment of objectives.
- Excellent **(what kind of)** skills.
- Exercise initiative, achievement and independent judgment.
- Expert **(what)** with over **(how many)** years hands-on experience.
- Expert technical knowledge of **(what)**.
- Expertise in **(area)** and **(area)**.
- Extensive experience in **(what)**.
- Familiar with **(what)**, **(what)** and **(what)**.
- Fluent in **(what language)**.
- Knowledge of **(what kind of)** functions.
- Knowledgeable and experienced in all phases of **(what)**.
- Major strengths in **(what)** and **(what)**.
- More than **(how many)** years hands-on experience in **(what)**.
- Outstanding **(what kind of)** skills.
- Over **(how many)** years experience in **(what)**.
- Particular areas of expertise include **(what)**.
- Proficient in all facets of **(what)**.
- Proficient in the use of various software packages including **(what)**.
- Proven record of **(what)**.
- Received **(what)** award for **(what)**.
- Scheduled **(what)** for **(whom)**.
- Skilled in **(what)**.
- Solid understanding of **(what)**.
- Speak **(what languages)** **(how well)**.
- Strong background in all phases of **(what)**.
- Strong **(what kind of)** skills.
- Special talent for **(what)**.
- Thorough understanding of **(what)**.
- Trained in all areas of **(what)**.
- Working knowledge of **(what)**.

## **Ideas for Personal Management Skills:**

- Strong Communication, leadership, management and problem solving skills
- Able to work with minimal supervision
- Detail oriented, self motivated work style,: proven ability to master new skills quickly
- Motivated and willing to work hard to get the job done
- Get along well with others
- Bi-lingual: English, Spanish, Mandarin Chinese
- Computer skills: Microsoft Word, Publisher, PowerPoint and Excel, Internet
- Ability to communicate effectively both verbally and non-verbally
- Personable; sensitivity shown to co-workers and clients
- Adaptable to different situations with ability to learn new skills
- Self motivated, detail-oriented with proven task prioritizing skills
- Highly developed work ethic, including exemplary attendance record
- Able to follow directions closely and complete tasks quickly