

## **Evidence of Attributes**

When you need to impress a prospective employer, it is essential that you do more than list your skills and attributes. On your resume and cover letter and during your interview, provide *evidence* of your skills. That will be far more convincing than a simple list. Here are some examples. Use them as inspiration to prepare your own evidence statements.

### **Leadership**

Spearheaded initiative to raise \$3,000+ for high school track team  
Served as Block Captain for Neighborhood Watch Association for two years

### **Problem-Solving Skills**

Devised system to streamline processes and significantly reduce crowds at Information Desk  
Rearranged dishes at grill area to reduce breakage and increase efficiency of preparing orders

### **Written Communication Skills**

Demonstrated ability to write letters, memos, proposals, and reports for a professional audience  
Skilled in translating technical jargon into clear, concise language for the general public

### **Ability to Work in a Team**

Promoted a cooperative and productive work environment  
Filled in for receptionist, answered telephone, and assisted visitors to the department as needed

### **Analytical/Quantitative Skills**

Rearranged display case, resulting in a 35% increase in revenue generated by sale items  
Diagnosed engine and transmission problems and provided accurate estimates for customers

### **Strong Work Ethic**

Awarded *Perfect Attendance Certificate* for three consecutive years  
Hired as a server and promoted to assistant manager within six months

### **Verbal Communication Skills**

Demonstrated active listening techniques by checking for understanding  
Delivered presentations and workshops for groups ranging in size from five to fifty people

### **Initiative**

Designed survey to measure customer satisfaction, which resulted in greater retention rates  
Instrumental in developing marketing strategy which resulted in a 52% increase in guests

### **Computer Skills**

Frequently requested for troubleshooting computer software and hardware problems  
Proficient in creating letters and reports in MS Word and spreadsheets in MS Excel

### **Technical Skills**

Adept in performing venipuncture and starting IVs with minimal discomfort for patients  
Experienced in testing, repairing, and replacing AC/DC electrical circuits