

QUICK TIPS

Some Action Words to Describe Your Experiences

Acquired
 Administered
 Advised
 Analyzed
 Arranged
 Assessed
 Attended
 Budgeted
 Built
 Changed
 Communicated
 Coordinated
 Created
 Determined (policies)
 Developed
 Edited
 Elected by peers
 Established
 Guided
 Helped
 Hired
 Identified
 Implemented
 Improved
 Increased
 Initiated
 Lectured
 Managed
 Mediated
 Motivated
 Negotiated
 Organized
 Participated in
 Performed
 Planned
 Produced
 Programmed
 Promoted
 Provided
 Recruited
 Scheduled
 Sold
 Solved
 Supervised
 Taught
 Trained
 Verified
 Wrote

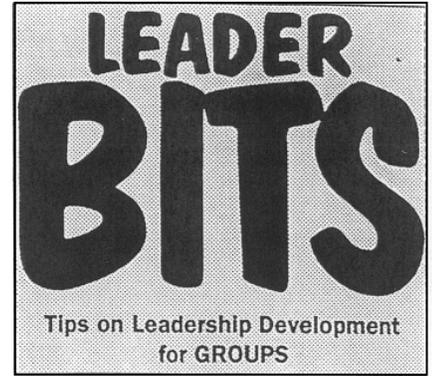
**LEADER
BITS** are available on
the following topics:

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
 - Group Performance*
 - Individual Performance*
 - Meeting Evaluation*
 - Program/Event Evaluation*
- Financial Series
 - Budgeting Organization Money*
 - Corporate Sponsorship*
 - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

**LEADER
BITS** is a publication of
the Student Involvement &
Leadership Center (SILC). Copies
are available in SILC, 400 Kansas
Union, 864-4861.

SILC staff offers programs and
consultation in these and other
areas of personal and
organizational leadership.

Revised: June 2005
The University of Kansas



L
E
A
D
E
R
S
H
I
P

S
K
I
L
L
S

Your leadership involvements are a very vital part of your college experience. Adding them to your resume may prove to be the deciding factor in your race for the "perfect job." It's important, therefore, to articulate the skills and experiences you have gained in your organizational roles.

To decide what skills to focus on for your resume or interview, examine all your experiences and list the major tasks and accomplishments of each, then:

- 1) Select the skills you utilized and enjoyed the most in your positions or
- 2) Select those skills that are most relevant to a potential job in your field.

Here are some skills you might have gained through your participation in organizations:

Financial Management

- Kept financial records
- Made budget projections/ developed budgets
- Prepared financial reports

Motivational Skills

- Sold ideas, programs, or courses of action
- Influenced attitudes or ideas of others
- Recruited talent or leadership
- Got diverse groups to work together/Conflict management
- Arbitrated/mediated issues between individuals or groups
- Utilized crisis intervention
- Developed public speaking skills
- Planned for and initiated change

Educational/Helping Skills

- Fostered stimulating learning environment
- Helped others express their views
- Advised students/groups
- Facilitated group discussion
- Organized and administered training programs
- Facilitated personal growth and development
- Developed effective listening skills
- Fostered teamwork

Creativity/Research Skills

- Improvised on spur of the moment
- Created and implemented innovative program ideas
- Operated well in a free, unstructured, unsupervised environment
- Organized material/information in a systematic way
- Developed problem-solving and decision-making skills
- Promoted events

Communication Skills

- Edited written material
- Communicated effectively and clearly both orally and in writing
- Provided both positive feedback and constructive criticism
- Encouraged communication among and feedback from members
- Developed and made presentations
- Improved assertiveness and confrontation skills

Management Skills

- Developed systematic approach to goal setting
- Prioritized tasks
- Developed and interpreted policy
- Designed projects and programs
- Made difficult and immediate decisions
- Managed time commitments
- Hired/selected members and officers
- Built a team
- Supervised others in their work
- Delegated tasks/recognized and utilized skills of others
- Evaluated people
- Negotiated contracts
- Handled detail work
- Planned and implemented successful meetings, seminars, & workshops

Use this list to get you started thinking about the valuable skills you have developed through your involvements in activities. Check out the Career & Placement Center, or your department or school, for more assistance in developing a resume.