



POWER STATEMENTS

A *Power Statement* is one of the most beneficial and versatile tools job seekers carry in their tool belts. Among other things, these statements strengthen interviews, resumes, and *Me in 30-Seconds* statements used to get a job or to be admitted into a good school. Since they are customized to meet specific needs, you can never have too many *Power Statements*.

Your *Power Statements* do two things:

1. They highlight a major strength (Power Word).
2. They briefly describe an achievement: a Challenge you faced, the Actions you took to overcome the challenge, and the Results of your actions (**C.A.R.**).

Use the following formula to make your *Power Statements* complete.

“I am (Insert a Power Word).
For example (Insert an Achievement).”

POWER WORDS

Power words are positive descriptive words or short phrases that best describe each achievement and you. Examples of power words include:

- self-starter
- creative
- motivated
- organized
- results-oriented
- productive
- problem-solver
- etc.

ACHIEVEMENTS

To make the most of your achievements, become familiar enough with each statement so they do not sound memorized. Also, keep some intrigue as to

how you achieved the results. As your audience is left intrigued, they will keep the conversation going by asking for more detail or by calling you for an interview.

This can be done by sharing examples that show how you increased quantity, improved quality, enhanced productivity, reduced costs, and/or increased revenue.

QUANTITY

- Developed a training program that contributed to a 35% increase in customer participation.
- Developed a marketing strategy that directly increased quarterly sales by 25%.
- Reorganized the manufacturing department, increasing daily yield by 15%.
- Designed a succession-training program that reduced safety fines by 15% within the first four months of implementation.

In the space provided, develop your own personal *Power Statements*:

QUALITY

- Developed a new employee training program that increased employee ‘probationary period’ retention by more than 80%.
- Facilitated the reorganization of the inventory-purchasing department.. More than 90% of the employees identified the changes as improvements.
- Designed a user-friendly product catalogue that is currently being used by employees. Since its

implementation sales have increased by 48%.

In the space provided, develop your own personal *Power Statements*:

- Designed a new product line that increased annual revenue by \$250,000.

PRODUCTIVITY

- Implemented a new statistical tracking method that reduced the average error rate by 14%.
- Introduced the design of a new product line that became first in the marketplace.
- Successfully kept all delinquent accounts under 5% each week.

In the space provided, develop your own personal *Power Statements*:

- Negotiated a contract that increased annual

COST/REVENUE

revenue by over \$3,000,000.

- Reduced quarterly operating expenses by 35%.
- Developed a marketing plan that directly increased sales by more than 40%.
- Facilitated the turnaround of a troubled organization from a negative \$150,000 to a positive \$1.5 million.

In the space provided, develop your own personal *Power Statements*.

As power words are combined with achievements, *Power Statements* are formed.

“I am results-oriented. For example, I developed a training program that contributed to a 35% reduction in errors within the first four months of its implementation.”

Ask the question, “So What?” after each *Power Statement* to be sure they convey your true value to the potential employer. For example:

PASSING THE TEST

- Developed a new \$10 million automated material handling system.
- Reorganized the entire region.
- Edited a 300-page training manual.

Each of these examples fails the test because the employer has no way of knowing whether things were better or worse after you took action.

The right tools are critical when you’re planning your next career move. How do you know what to say in an interview? Do you have the education and training you need? Should you start a business? Are you a confident negotiator?

And my speech and my preaching was not with enticing words of man’s wisdom, but in demonstration of the Spirit and of power.
-1 Cor. 2:4

The *Career Workshop* will help you avoid common mistakes, find answers, and plan what to do next. Your ward leaders or employment specialist can register you for the next workshop, teach you to use the Provident Living Web site, and introduce you to *LDS Employment Resource Services*.

Contact your employment specialist: