



### Resume Writing - Achievements Worksheet

Insofar as practicable, we recommend that you write your resume to showcase your achievements and the results. The more specific and concrete the better. This exercise will help you identify achievements that you can use to create powerful bullet points that highlight your relevant expertise and experience.

As you draft your resume, what can you point to? Think in terms of actions you took that had a tangible result, such as:

- New or improved processes, products, services
- Increased or improved efficiency
- Increased productivity, utilization (billable hours) revenues, profit
- Reductions in time or costs
- Reductions in losses, damages
- Avoidance or mitigation of risk

1. What have you increased or improved? What was the result?

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2. What have you reduced or decreased? What was the result?

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3. What have you initiated, developed or revised? What was the outcome?

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4. What award(s) have you received? How have you been recognized? From/by whom? For what?

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5. Describe a challenge you have overcome. What was the outcome?

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6. What have you maintained or repeated (to achieve consistency)?

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7. What is something you have prevented or circumvented? What was the result?

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8. Describe something you have led or participated in.

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