



RESUME WORKSHEET

PART 1

Position desired (list top three job titles in order of preference):

- 1.
- 2.
- 3.

What key skills do you possess that you want to highlight:

Relevant courses/Workshops/Certifications:

Professional organizations/Affiliations (include involvement and any presentations):

Community Involvement/ Activities:

PART II

Please take a few minutes to answer the following questions related to your previous experience. Start with your most recent position and work backwards. This will help to build out and focus your resume on the value you bring to an organization. You may also include relevant volunteer work in this section.

POSITION 1

Name of Company:

Your job title:

Dates of employment:

Number of people you supervised:

Their titles or functions:

Who did you report to (Title):

Briefly describe your duties, responsibilities and level of authority. Use numbers (size) and percentages, quantify budgets, state with whom you interacted, etc.:

Describe 4-6 accomplishments in this position. Give facts and figures if possible, using the STAR format (see sample below for reference).

EXAMPLE:

Situation (what challenge did you face?)	New product with potential for growth. Opportunity to leverage existing brand recognition but previous management did not have a clear strategy in place.
Task (what were you tasked to do?)	Grow sales for the product.
Action (what did you do?)	Developed comprehensive marketing initiative that integrated both brand and demand generation strategies.
Result (what did this ultimately do for the company?)	Grew the business from \$100 - \$250M in 3 years.

Resume bullet: *Grew product business from \$100M - \$225M in 3 years through the integration of brand and demand generation marketing strategies.*

STAR STORY 1

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 2

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	

Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 3

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 4

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 5

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 6

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

POSITION 2

Name of Company:

Your job title:

Dates of Employment:

Number of people you supervised:

Their titles or functions:

Who did you report to (Title):

Briefly describe the size of the organization (revenues, number of employees, clients, etc.):

Briefly describe your duties, responsibilities and level of authority. Use numbers (size) and percentages, quantify budgets, state with whom you interacted, etc.:

Describe 4-6 accomplishments in this position. Give facts and figures if possible. Try using the STAR format (see below).

STAR STORY 1

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

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Situation (what challenge did you face?)	
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Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 4

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 5

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 6

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

POSITION 3

Name of Company:

Your job title:

Dates of Employment:

Number of people you supervised:

Their titles or functions:

Who did you report to (Title):

Briefly describe the size of the organization (revenues, number of employees, clients, etc.):

Briefly describe your duties, responsibilities and level of authority. Use numbers (size) and percentages, quantify budgets, state with whom you interacted, etc.:

Describe 4-6 accomplishments in this position. Give facts and figures if possible. Try using the STAR format (see below).

STAR STORY 1

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 2

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 3

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 4

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 5

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 6

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

POSITION 4

Name of Company:

Your job title:

Dates of Employment:

Number of people you supervised:

Their titles or functions:

Who did you report to (Title):

Briefly describe the size of the organization (revenues, number of employees, clients, etc.):

Briefly describe your duties, responsibilities and level of authority. Use numbers (size) and percentages, quantify budgets, state with whom you interacted, etc.:

Describe 4-6 accomplishments in this position. Give facts and figures if possible. Try using the STAR format (see below).

STAR STORY 1

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	

STAR STORY 2

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
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STAR STORY 3

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
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Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
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Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
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STAR STORY 6

Situation (what challenge did you face?)	
Task (what were you tasked to do?)	
Action (what did you do?)	
Result (what did this ultimately do for the company?)	