

RESUME WRITING ACADEMY

WORK EXPERIENCE QUESTIONS: PREPARED BY JACK MULCAHY, ACRW, CARW

Use the following pages to describe your work experience. As you consider each position, ask yourself: *"How is this company better off now than when they hired me?"*

By how much did you increase sales (percentage or amount) against previous averages?

What new business, new clients, or new affiliations did you bring in?

How much money did you save your company? How did you accomplish that?

What new system(s) or process(es) did you design and/or institute? What were the results?

Tell me about some "impossible" deadline you met through extra effort. How did this positively benefit your company?

Tell me about some major project you brought in under budget. How did you make this happen? How were the dollars you saved used?

What new product(s) or program(s) did you suggest and/or help launch? Did you take the lead or provide support? How successful was the effort?

What new responsibilities did you take on that weren't part of your job? Did you ask for the new projects or were they assigned to you?

What new or more effective techniques for increasing productivity did you introduce?

In what way did you improve communication? With whom and what was the outcome?

How did your company benefit from your performance overall? Be specific.

Think of some sudden crisis involving your company you found yourself in. Give more than one example if possible. What action(s) did you take to resolve the crisis? What positive benefits resulted from your action(s)?