

Making sure your resume bullets have impact

This is what employers, grad schools, and fellowship programs want to know!

For each experience, ask yourself these four questions:

1. What is the measurable outcome?
 - a. What did I achieve?
 - b. What did the company/organization achieve?
 - c. What problem did I solve?
 - d. How can I show measurement?

2. Whom did I work with?
 - a. Internal stakeholders (teammates, staff, managers, faculty)
 - b. External stakeholders (customers, clients, audience, partners)
 - c. What leadership role did I play?

3. Have I managed or trained?
 - a. Which projects or processes have I managed?
 - b. What was the outcome?
 - c. Whom have I trained (formally or informally)?
 - d. What training have I received?

4. Why did I do all of this?
 - a. How did my work impact the company/organization as a whole?
 - b. Have I explained the reasons for doing what I did?