

Career Building Workshop

Work Experience - CV Writing

Format

- Relevant work experience is a make or break for a recruiter
- List work experience/internship experience in reverse chronological order
- Company name, job title, city & state, months, and year
- Quantify impact statements with data

High Impact Words

- Achieved
- Improved
- Trained
- Generated
- Resolved
- Launched
- Built
- Increased
- Decreased

Use the below statements to quantify your responsibilities section:

I have ____ years of experience	
I have worked on ____ projects that were based on _____	
I have worked with ____ clients based out of _____ location	
So far, I have managed/designed for a budget of more than ____ million	
I was part of ____ strength (team) where we were responsible for _____	
Improved the team's work efficiency by ____ with the ____ (strategy)	
Supported all areas of responsibility within a _____ person team for the delivery of projects on time.	

Worked on a campaign that resulted in ____ sales compared to the previous quarter	
Trained and mentored ____ number of employees	
Developed and implemented an ____ that resulted in a ____ and a ____ success rate	
Led a staff of ____ employees with innovative policies that yielded a ____ increase in profits from the previous calendar year	
Shortened wait time for new customers by ____	
Increased sales by ____ after implementing a referral incentive program	
Worked ____ consecutive days to complete project on time and under budget	
Created budget, forecast, and profit and loss reports that contributed to a ____ decrease in annual expenses	
Implemented and managed ____ month social media marketing campaign; generated ____ unique website visits per month	
Scheduled approximately ____ meetings for CEO each week	
Managed approximately ____ expense reports per month	
Greeted and handled ____ customers in a typical day at work	

Templates to quantify on different factors as below:

New clients acquired	
Sales revenue	
Cost reduction	
Cost savings	
Increase in page views	

Increase in profits	
Increase in user engagement	
Level of donations	
Number of cases closed	
Client retention	
Customer ratings	
Customer satisfaction	
Customer satisfaction	
Number of safety violations	
Audit findings	
Reduction in overtime costs	
Retention of employees	
Loss prevention reduction	
Staff morale	
Response time	

Example statements:

- Maintained a 97% satisfaction rating over a 24-month period as a customer care representative.
- Created a company culture initiative that raised employee satisfaction rates by 25% YoY.
- Hired and managed a team of 6 data scientists to successfully deploy a new data processing platform ahead of schedule.
- Created an SEO strategy that improved organic search traffic to the corporate blog by 58% YoY.
- Received 2 promotions, from co-management to director-level, in less than 12 months.

Prepare a minimum of 3 statements with quantifying data in each role.