

**Worksheets for
Resume Attraction Crash Course**

**Key Questions You Must Answer
To Write a Resume That Stands Out;
One That Makes You Feel Like You
Walk on Water**

10. For your experience and achievements sections, write a sentence or two under each job position that succinctly describes your areas of responsibility, including facts, numbers, size of territories and organizations, for example.

11. Next include 3-5 riveting bullets of your greatest accomplishments for each position. Start the bullet with a compelling action verb that illustrates what you did along with specific results such as revenue achieved, cost savings, dramatically improved a process, etc.

12. After your achievements section, include categories such as education, certifications, awards, additional training, community leadership, technical expertise, or anything that has relevancy to what you want to do next.
