

Résumé Refresh Worksheet

Work through one bullet at a time. If your answer to the last question is no, the line is describing the job rather than your work in it.

- What was the situation before you were involved?
- What did you do specifically — you, not the team?
- What was measurably different afterwards?
- Would someone outside your company understand it without translation?
- Before: "Responsible for the onboarding process."
- After: "Cut new-hire onboarding from three weeks to one."