

# WRITING ACCOMPLISHMENTS FOR YOUR RESUME IS HARD.

USE THESE  
GUIDING QUESTIONS  
TO DEVELOP STRONG  
BULLETS FOR YOUR  
RESUME.

**01.**  
WHAT WAS THE PRE-EXISTING PROBLEM,  
NEED OR SITUATION?

**02.**  
WHAT DID YOU DO ABOUT IT? (BE SPECIFIC.)

**03.**  
WHAT OBSTACLE OR BARRIER DID  
YOU OVERCOME?

**04.**  
WHAT RESULTS DID YOU PRODUCE?  
(QUANTIFY AS MUCH AS POSSIBLE.)

**05.**  
WHAT SKILLS, ABILITIES OR QUALITIES DID  
YOU DEMONSTRATE?

THEN CREATE A  
**BULLET POINT**  
BASED ON YOUR ANSWERS  
THAT SHOWS OFF THE  
**IMPACT** THAT  
**ACCOMPLISHMENT**  
HAD AT WORK.

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REPEAT THE PROCESS.

# 80%

OF YOUR RESUME SHOULD BE  
**ACCOMPLISHMENTS.**

