

Organize Your Experiences

This will help you develop your resume, seek jobs in which you are qualified, and prepare you for interviews.

Position information	Duties, tasks, responsibilities	Required qualifications	Achievements	Numbers
Include: position you held, the employer, when you held it, and where you held it	What did you really do in this position? For what/whom were you responsible?	What did it take to succeed? Examples, initiative, responsibility, attention to detail, perseverance, dependability, interpersonal skills, leadership, etc.	You may have been responsible for "Process X," but did you improve? Did revenues, efficiency, etc. increase? To what accomplishments or successes can you point?	Quantify: numbers are valuable, especially with scope of duties and significance of achievements.