

## Crafting a Resume and Project List

First of all, your project list is going to get more attention than the resume itself. Hiring managers want to see evidence of loyalty and longevity with reputable companies in your history and a career progression. They'll look for education, scan over certifications, and look for accomplishments. Ultimately that's a quick "sniff" test to see if they want to look deeper.

When creating your project list, be sure to include specific information about the schedule and budget whenever possible (especially if you are significantly ahead of schedule or the profits are above bid). Your resume is the place to highlight your accomplishments. Rather than including generic responsibilities that everyone in the industry knows is associated with the title you held on a project, tell us what you have done above and beyond the norm to make the project run smoothly and more successfully.

On the next page, you'll find 12 questions that you can use as memory triggers. Ask yourself those questions with regard to the company as a whole as well as the more impressive projects you've worked on. These will help to clarify your accomplishments and articulate the value and benefits you can bring to another firm. Include significant measurable numbers (dollars, timelines, and percentages) that you obtained for your current and past employers. You don't have to stop at "brought project in on time and on budget" If it was 8 months behind and / or 5% over budget when you got to it, let us know that you turned it around and the time it took you to bring it in line. Maybe you salvaged a bid mistake and brought it in on budget but made 5% profit over bid. When addressing issues like this, be sure to come across as a team player. Avoid sounding arrogant or bitter that you had to pick up slack for someone else. The bottom line is that you should include everything you can to get a potential employer to envision more personal success and bigger profits if they were to hire you.

**Nic Robinson****Top Tier Consulting****828-215-1798****12 Questions to Ask Yourself**

**Your accomplishments should be very specific and contain quantitative measures where appropriate. Numbers tell!**

- 1. How did you help to increase sales, productivity, or efficiency?**
- 2. How did you save your company money?**
- 3. Did you institute a new system or procedure in your company? Explain: how and why.**
- 4. Did you identify a problem in your company that had been overlooked? How did you solve it?**
- 5. Give an example of why you were promoted.**
- 6. Describe your experience and success in training and mentoring others.**
- 7. What new programs did you suggest for your company that were put into effect?**
- 8. How did you help to establish new goals and objectives for your company?**
- 9. How did you change, in any way, the nature of your job?**
- 10. Did you ever undertake an assignment or project that wasn't part of your job just because you were intrigued with the problem? Explain.**
- 11. Did you ever do anything simply to make your own job easier? If so, how and why? If not, why not?**
- 12. What would you say would be the most important qualities of the "ideal candidate" for the position you seek?**