

Your Turn

Put a checkmark next to the statements that use **achieving** language instead of doing language.

- Helped the company sell more products and gain revenue.
- Increased profit margins by creating an effective sales plan.
- Established consistent production processes that reduced production costs by \$1 million.
- Collaborated with other team members to improve production quality.
- Worked as the production supervisor for a team of six.
- Supervised a team of four customer service managers and two production support managers.
- Responsible for supervising quality control in the customer service department.
- Increased customer base by 50% by implementing a strategic social media marketing campaign.

What are **Hiring Managers** Looking for in a Resume?

Quantify Everything!



“Find a way to match numbers to your work experience whenever possible. It’s one thing to have held a position or role, but a completely different thing to have made a measurable and meaningful impact.”

Your Turn

Place a check next to the statements below that have quantifiable details.

- Decreased production costs by 25% after implementing a new quality control process.
- Designed a new sales plan that increased company revenue.
- Increased revenue by 40% after implementing a new sales plan.
- Reduced team member turnover by 50% with coaching up services.
- Supervised the quality control department and improved customer service call quality.