Resume Accomplishment Worksheet

Turn responsibilities into evidence without inventing metrics.

Use this worksheet to remember real outcomes, scope, improvements, and problems you solved. Leave a box blank when you do not know the answer.

1. Find the work that mattered

- What did you make faster, easier, safer, clearer, more accurate, or more reliable?
- What problems did people come to you to solve?
- What did you create, launch, organize, repair, document, or improve?
- Where did you save time, reduce rework, prevent an error, or remove a blocker?
- What work did you own that others depended on?
- What changed because you trained, supported, or coordinated other people?
- What did you deliver on time, under pressure, or with limited resources?
- What are you proud of that would not be obvious from your job title?

2. Build each accomplishment

Action	Context	Result or value	Proof / source

3. Turn notes into resume bullets

A useful pattern is: action + context + result. A result can be a number, but it can also be a concrete output, problem solved, decision supported, or process improved.

1. Draft: _____

Evidence I can verify: _____

2. Draft: _____

Evidence I can verify: _____

3. Draft: _____

Evidence I can verify: _____

4. Draft: _____

Evidence I can verify: _____

5. Draft: _____

Evidence I can verify: _____

6. Draft: _____

Evidence I can verify: _____

4. Final truth check

☐ I can explain what I personally did.

☐ I know where every number came from.

☐ I did not turn team results into my personal result without explaining my role.

☐ I did not add a tool, title, credential, or outcome I cannot support.

☐ The bullet is relevant to the job I am targeting.

☐ The wording sounds like me and I could defend it in an interview.