

## Part 1: Job Reflections

Take 10 minutes to answer these questions for your recent position:

<b>Company</b>	
<b>Job Title</b>	
<b>MM/YY - MM/YY</b>	

<b>Q.</b> Describe a typical day at this job.
<b>Q.</b> Did your responsibilities increase over time? <i>If yes, explain...</i>
<b>Q.</b> Did you manage anyone? <i>If yes, explain...</i>
<b>Q.</b> Did you train anyone? <i>If yes, explain...</i>
<b>Q.</b> Describe something you did at this job that makes you proud.
<b>Q.</b> Did you create something new for the company/organization?
<b>Q.</b> <i>Did you help the company achieve its goals? Were clients more satisfied?</i>
<b>Q.</b> What is a challenge you had to face while at this job?
<b>Q.</b> What did you learn at this job? Hard skills and soft skills!

## Part 2: Creating effective bullets

Use your reflections from part 1 to craft 2-5 bullet points for this position.

- ☐ Every bullet should make a unique, valuable point
- ☐ Refer back to Resume 101 deck on writing effective bullets
- ☐ Here is a list of [Descriptive verbs](#) for you to reference

<b>Company</b>	
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- ☐ Write your bullets here
- ☐ Descriptive verb, professional action, purpose
- ☐ Descriptive verb, professional action, purpose + keywords & metrics
- ☐ Descriptive verb, professional action, purpose + keywords & metrics