PROJECT OVERVIEW

- Key problem or project goal
- Stakeholders
- Timeline
- Constraints
- Steps you took.
- Results you got.
- Challenges you faced.
- Impact you created
- Milestones

Write this section after you finish the project and take time to reflect. Here are some prompts to help you.

- What worked well in the project?

- In hindsight, what would you do differently?

- If you'd had more time, what would you have done?

- If you'd had more budget, what would you have done?

- What data do you have to quantify the results of the project?

What quotes from stakeholders or users can you include to qualify the project outcome?

Questions to ASK while writing the descriptions of the sections and understanding them:

1. How did you get this job? What does the company do? Who buys its products or services?

2. What are your major responsibilities? What have been the biggest challenges you faced in accomplishing them? What did you do, and how did it turn out? What resulted from your actions?

3. What are you most proud to have accomplished in this role?

4. How have you saved your employer time or increased productivity?

5. What have you done, to increase sales or revenue for your employer? How did you go about doing it? What tools, skills, knowledge or software did you utilize?
6. What have you done, and how did you do it, to decrease costs or expenses for your employer? Again, what tools, skills, knowledge or software did you utilize?

7. How have your accomplishments in this role stacked up against others in your department, company or industry?

8. What are your major responsibilities? Upon accomplishing them, what have been the biggest challenges you faced to date? What steps did you have to go through in order to achieve them? How did the results turn out?

9. What did your employer gain upon hiring you?

10. What did you start or set up that became a model for others to copy in other locations or companies? Did you set up a process or a model for others to emulate in other locations or companies?

11. How did you make life easier for your boss, your peers or others with whom you worked?

12. How are you viewed by your boss, peers and those you supervise?

13. What is your reputation among your vendors, customers or clients? Why do they have this opinion of you?

14. Who have been the most impressive/well-known clients I have worked for?

15. What are my top five professional skills?