Value Statement Worksheet

# Instructions

1. Pick a format. I recommend the Value-Last to start
2. Begin to convert a statement from your existing resume into this format
3. Pick what you CAN quantify for your value/impact/outcome
4. Use some example words from the chart below to help get you started
5. Tweak to make it sound even better!

# Two Basic Formats

## Value-Last

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and/which \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task Verb Activity Result Verb

\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Result Category Quantifier

Example:

*Automated numerous tests which reduced manual testing by 16 days.*

## Value-First

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Result Verb Result Category Quantifier

by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task Verb Activity

Example:

*Improved wilderness survival ability in 30 kids by leading hands-on survival training in after school programs.*

## Example Words

|  |  |  |
| --- | --- | --- |
| **Task Verb** | **Result Verb** | **Result Category** |
| Built | Improved | Users |
| Architected | Reduced | Defects |
| Designed | Eliminated | Revenue |
| Led | Secured | Cost |
| Facilitated | Grew | Compliance |
| Tested | Shrank | Performance |
| Pioneered | Scaled | Downtime |
| Innovated | Performed | SLAs |
|  |  | Morale |
|  |  | Days |

# Notes on Value

It can be hard to think about what value you had beyond the activity you performed. It is often even harder to claim that you had that impact or outcome. My guidance is that if you participated, you can and should say so.

## Picking Numbers

Starting off it may be hard to come up with numbers, but you can almost always triangulate back to one with practice. Here are some questions that might help you get to some.

* How many users did you have? How many were TALKED about?
* What did you do to eliminate bugs?
* Ever try to make a part of your application perform faster?
* How close were you to being on schedule?
* How much money were people going to pay for your product?
* How much budget was there to build it?