



# O'NEILL CAREER HUB

## **RESUME BOOST**

Give your resume a boost by adding impact and quantifying your statements. Think about these questions as you craft each bullet point.

### **ADDING IMPACT:**

Did your actions help in.... Saving money?

Saving time?

Improving or increasing something?

Minimizing or decreasing something?

Maintaining something?

### **QUANTIFYING:**

Answer these questions: By how much?

How often?

How long of a time frame? (weeks? months? years?)

# of products sold?

# of team members mentored?

# of contract renewals?

Increases in readership (percentage)?

Time spent on processes?