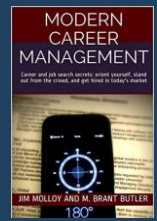


MODERN CAREER MANAGEMENT



[Buy Modern Career Management on Amazon.com for Job Search and Transition Secrets](#)

Instructions

1. Write down your three most recent job titles in the Resume Bullets section below.
2. Think about the type of work you did in each of your previous jobs.
3. On the next page, follow the instructions before returning to this page.

Resume Bullets

Most Recent Job Title: _____

-
-
-
-

Next Most Recent Job Title: _____

-
-
-
-

Next Most Recent Job Title: _____

-
-
-
-

Next Most Recent Job Title: _____

-
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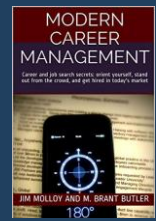
Measurable Results Memory Jogger

Increased efficiency
Decreased error rates
Cost savings
Reduced injuries

Increased quality
Cost avoidance
Improved results
Profit

Improved safety
Time saving
Increased satisfaction
Revenue

MODERN CAREER MANAGEMENT



Instructions

1. Highlight, circle or check as many of the action verbs in the list below that you have executed in your career.
2. Review the job description for which you are applying or one that interests you.
3. Write resume bullets you highlighted below that match action verbs in the job description.

Pro Tip: Include at least one measurable resume bullet for each job listed on your resume.

Recruiters and hiring managers expect results. Use Measurable Results Memory Jogger and think about how efforts of you, your department, or projects you worked on made a difference!

accelerated	conceptualized	extended	mapped	regulated	submitted
accomplished	conducted	facilitated	matched	rehabilitated	substituted
achieved	considered	filed	mediated	related	succeeded
addressed	constructed	filled	mentored	reorganized	suggested
advanced	contracted	financed	met	repaired	summarized
advocated	controlled	focused	mobilized	replaced	superseded
allocated	converted	forecast	modified	replied	supervised
answered	corrected	formed	moved	represented	surpassed
appeared	counseled	formulated	navigated	researched	surveyed
applied	counted	fostered	negotiated	responded	systematized
appointed	created	gathered	observed	restored	tackled
appraised	dealt	generated	operated	retained	taught
approved	decided	granted	ordered	revamped	terminated
arranged	delegated	helped	participated	reviewed	took
assessed	delivered	identified	perceived	revise	toured
assigned	demonstrated	incorporated	performed	scheduled	traced
assumed	described	increased	persuaded	screened	traded
assured	designed	indexed	pioneered	secured	transcribed
authored	determined	influenced	planned	selected	transferred
authorized	devised	initiated	prepared	served	translated
automated	directed	innovated	presented	serviced	transported
awarded	discussed	installed	processed	set up	traveled
bought	distributed	instituted	produced	set	treated
broadened	documented	instructed	prohibited	shaped	trimmed
brought	doubled	insured	projected	shared	tripled
cataloged	drafted	interpreted	promoted	showcased	turned
caused	educated	interviewed	proposed	showed	tutored
centralized	effected	introduced	provided	simplified	umpired
changed	eliminated	invented	publicized	sold	uncovered
clarified	enabled	invested	purchased	solved	understood
classified	endorsed	involved	pursued	sorted	understudied
closed	enforced	issued	quantified	sought	unraveled
co-authored	engineered	joined	questioned	sparked	updated
collaborated	enlarged	kept	raised	spearheaded	used
collected	enlisted	learned	ranked	specified	utilized
combined	ensured	leased	rated	spoke	verbalized
commented	established	lectured	reached	staffed	visited
communicated	estimated	licensed	realized	started	waged
compared	evaluated	listed	received	streamlined	weighed
compiled	executed	lobbied	recommended	strengthened	welcomed
completed	expanded	logged	reconciled	stressed	widened
composed	experienced	made	recorded	stretched	won
computed	explained	maintained	redesigned	structured	worked
conceived	expressed	managed	reduced	studied	wrote