

**Dig Deep Questions**

Having difficulty identifying your achievements? Don’t worry, you’re not the only one and this is the reason you hired me. Use this compilation of thought-provoking questions to pinpoint your career highlights and successes that ultimately become the foundation and showpieces of your resume.

What is the purpose of your new resume? (Hint: what challenges are you facing in your current profession?)

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**General Questions About your Position: (hint: think about this question – How is this company better off now than when they hired me?)**

What is the scope of your responsibility; specifically, the daily business functions for you are responsible?

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Do you have any management responsibilities for personnel, projects, functions, organizations, revenues, or anything else?

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Do you have budget or any other type of financial responsibility? (project budgets)

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What other departments or organizations do you “touch” as a routine part of your job?

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Did you impact (directly or indirectly) any company revenue increase? If so, how?

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Did you suggest ways to cut costs in your team, department, or company? If so, by how much and how did you do it?

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Can you describe any tasks that used to take a lot longer to accomplish and what did you do to streamline the process, function, or activity?

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What are you most proud of?

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What did your peers/supervisors compliment you for? Do you have any direct quotes from them?

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Were you the first, best, or most effective in any function of your organization?

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