

# Resume Quantify & Qualify Worksheet



10 Easy Steps  
to get the  
Job You Want!

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ReadySet HIRED! Worksheets are intended to be used as a guide. The elements listed are some of the things you need to consider at particular stages of your job search. The worksheets are by no means absolute, so don't feel you have to complete every item in order to proceed. They are also not exhaustive, so there are likely "other" elements you might want to consider that are not on the worksheets, depending on your particular situation and requirements. If you see the symbol †, refer to the related Reference Sheet for more information. Revisit the worksheets often to revise and recalibrate them as necessary based on your successes and challenges.

## Quantify & Qualify SMART

Specificity	Measurability	Attainability	Relevance	Timing
I have clearly defined my experiences and efforts by quantifying and qualifying them.	I have used figures and numbers to illustrate my success.	The adjectives and numbers I've used to describe my experiences and accomplishments are realistic and not over the top.	My quantified and qualified points are relevant to the job to which I'm applying.	I have focused on the experience and accomplishments of the last few years, which are the most relevant.

## 3 Steps to Quantifying and Qualifying Your Resume

### 1. Quantify

a) Quantifying experiences and accomplishments using figures and numbers (dollars, percentages, durations, etc.) will give them greater impact and more credibility. Consider the difference between the following two statements:

- Baked cupcakes
- Baked 300 cupcakes in 2 hours

How else might I quantify such a statement?


b) What numerical facts can I apply to my experiences and accomplishments? If I don't know off hand, what kind of records do I have or research can I do to find out?


c) Have I used numbers and figures to quantify each of my statements?


d) Are the statements true? Can I back them up if probed? Am I confident that I haven't disclosed any confidential information?


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## 2. Qualify

a) Qualifying experiences and accomplishments using descriptive statements and adjectives will also give them greater impact. Consider the difference between the following statements:

- Baked cupcakes
- Baked 300 cupcakes in 2 hours
- Baked 300 award-winning cupcakes in 2 hours, surpassing the competition by 50%”.

How else might I qualify such a statement?


b) I've reviewed the list of examples below to help me qualify my own statements, and perhaps added some of my own:

Adaptable	Determined	Hard-working	Motivated	Resolute
Ambitious	Efficient	Honorable	Organized	Responsible
Bright	Encouraging	Impartial	Passionate	Sincere
Confident	Energetic	Instinctive	Persistent	Skillful
Conscientious	Enthusiastic	Knowledgeable	Professional	Stimulating
Consistent	Fair	Loyal	Reliable	Talented
Decisive	Fearless	Methodical	Self-starter	Trustworthy


c) What adjectives and other qualifying statements can I apply to my experiences and accomplishments?


d) Have I qualified each statement on my resume?


e) Are my statements true? Are they credible? Can I support them if probed? For example, if say “Led a team of 5...” did I really lead the team or was I participant?


f) Are my descriptions appropriate? Do they suit the position for which I'm applying? Are they too “hard” or too “soft” (eg. “aggressive”, “nice”) How can I make them “just right”?


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## 3. Variety and Interest

a) Have I used a variety of quantified statements to demonstrate my experiences and accomplishments? If I have several that illustrate the same point, how can I vary them? Can I use another figure or another statement instead?


b) Have I used a variety of qualifiers, adjectives and descriptive statements to keep my resume interesting? If I've used the same words in several points, how can I vary them? Can I use another adjective or description instead? Should I use a different statement?


**For more details to help you with your resume writing, be sure to review:**

- Step 2. Writing Resumes & Cover Letters ReadySet HIRED! website
- Writing Resumes & Cover Letters Checklist