

RESUME WRITING ACADEMY

RESUME TRAINING PROGRAM

Interview Questions to Elicit Accomplishments and More

General Questions About The Company

- What is the company's primary line of business?
- What are its annual revenues, and have those revenues increased during your employment with the company?
- What markets or customers does the company service/supply/support?
- Is the company local, regional, national, or international?

General Questions About Your Position

- What is the scope of your responsibility; specifically, the daily business functions for which you are responsible?
- Do you have any management responsibilities for personnel, projects, functions, organizations, revenues, profits, or anything else?
- Have there been any particular challenges associated with your position?
- Have there been any specific opportunities associated with your position?
- Where you promoted from one position to another? How quickly? Based on anything in particular?
- Do you have budget or any other type of financial responsibility?
- What other departments or organizations do you "touch" as a routine part of your job?

Questions About Making Money

- Did the company's revenue increase during your tenure? If so, by what percentage?
- Would you say that the increase was average, above average, or phenomenal?
- Did you help impact (directly or indirectly) that increase? How?
- How did the company rank in comparison to other branches or to other competitors?
- Did market share increase? Were you directly or indirectly responsible or contribute in any way?

Questions About Saving Money

- Did you have access to expense numbers?
- Did you suggest any ways to cut costs in your team, department, unit, branch, or company?
- What were the before and after numbers or percentages of the savings?
- Was the savings significant in comparison to the total budget?
- Did the savings give your or the company at a competitive advantage? If so, how and what was the final result?

Questions About Saving Time and Improving Productivity and Efficiency

- Was there a reduction-in-force while you were there? Or, did you find yourself managing the work previously done by more than one person?
- Can you tell me about any tasks that used to take a lot longer to accomplish and what you did to streamline the process, function, or activity? Was the savings sustainable over time?
- What part did you have in reducing the time to complete these tasks?
- Did you regularly meet all your deadlines?

Comparisons

- Comparisons with your past performance
- Comparisons with competitors
- Comparisons with the industry average
- Comparisons with the company average
- Comparisons with your predecessor in the position

Questions About Performance and Overall Qualifications:

- What are you most proud of?
- What did supervisors compliment you for?
- What do your performance evaluations say?
- What were your performance goals? Did you meet them? Exceed them? How does that compare to (see comparison questions above)?
- What are you known for?
- What do you do that others can't or don't do?
- What would "fall apart" or "slide downhill" if you weren't at your job for a week?
- What did you do that saved the company money or time?
- How did you contribute to the bottom line?
- Were you the first, best, or most effective in any particular function or organization?

Good “Support” Phrasing for Accomplishments (For clients who didn’t take the lead or can’t take full credit for an accomplishment)

- Contributed to ...
- Partnered with ...
- Co-managed with ...
- Aided in ...
- Helped to ...
- Instrumental in ...
- Member of 7-person task force that ...
- Collaborated with department manager to ...
- Participated on committee that ...
- Supported a ...
- Company-wide efforts led to ...
- Departmental efforts led to ...
- Selected for national team that ...