

# **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 ...