

RESUME WORKSHEET 3

ACHIEVEMENTS

EXAMPLES MUST BE EXPANDED TO REFLECT BENEFITS TO PRESENT OR PAST EMPLOYERS

IMPROVED PRODUCTIVITY
REDUCED TURNOVER
RECRUITED, HIRED, AND TRAINED
DEVELOPED BUDGETS
REDUCED OPERATING EXPENSES
PLANNED AND EXECUTED MOVES

MINIMIZED CUSTOMER COMPLAINTS
IMPROVED PRODUCT QUALITY
INSTITUTED COST CONTROLS
DEvised NEW STRATEGIES
REDUCED LABOR COSTS
DESIGNED NEW FORMS

EDUCATION

<u>Location</u>	<u>City/State</u>	<u>Degree/Diploma</u>	<u>Field of Study</u>	<u>Date</u>
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TRAINING

<u>Job Title</u>	<u>Location</u>	<u>Length</u>	<u>Date</u>	<u>Certificate/Rating</u>
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