

Work Experience - Develop your Descriptions

- Use varied action words to describe experiences
- Answer the journalistic questions:
 - **Who?**...*With whom did you work? (what company/departments, rotations)*
 - **What?** ...*What were your responsibilities/roles?*
 - **Where?** ...*Where did your job fit into the department and overall organization?*
 - **Why?** ...*What goals were you trying to accomplish? How did you parallel these with the overall goal of the organization?*
 - **When?** ...*What timelines were you working under?*
 - **How?** ...*What processes did you follow? What programs did you have exposure to?*
 - *If relevant, include specifics to create accurate perspectives (numbers)*

SAMPLE

Before:

- Used SAS

Questions asked: *What kinds?, How?, When?, For Whom?*

After:

- Developed modules in SAS to perform regression analysis
- Led an initiative within the company to shift away from a static environment of SAS programming to a dynamic EXPERT system