



# RESUME EVIDENCE CHECKLIST

**MOST RESUMES DOCUMENT RESPONSIBILITIES.**

**STRONG RESUMES PROVIDE EVIDENCE OF CAPABILITY.**

Use this checklist to identify the experiences, decisions, and outcomes that may be most relevant to a hiring team.

## OWNERSHIP

- What was I ultimately accountable for
- What decisions did I make
- What problems was I trusted to solve
- What could have happened if I had not been in the role
- Where did I influence business outcomes

## OUTCOMES

- What changed because of my work
- Did I increase revenue
- Reduce costs
- Improve efficiency
- Build or improve a process
- Selected for a project or issue and why
- Lead a team for change
- Deliver a project under difficult circumstances
- Can I quantify the impact
- If not quantifiable, did I improve visibility or similar

## EVIDENCE

- What was the situation
- What was my specific role
- What decisions did I make
- What obstacles existed
- What actions did I take
- What measurable outcome occurred
- Why does it matter for the role I'm pursuing

**THE GOAL ISN'T SIMPLY TO DESCRIBE WHAT YOU DID. IT'S TO REVIEWS UNDERSTAND WHY IT MATTERED. IT'S TO REVEAL THE EVIDENCE BEHIND YOUR IMPACT.**