

Resume Worksheet

Draft here first, then write the resume. This sheet is for you, not for an employer.

Target role Operations Coordinator

Date 14 October 2026

1. Words from the advert, and where I can show each one

Word or phrase from the advert	Where I show it - job, dates, example
stock control	ran the weekly stock count at [employer], 2024 - 2025
works well under pressure	covered the Saturday rush on my own for six months

2. Achievements - what I did, the number, what changed

What I did	How many / how much / how often	What changed as a result
Reorganized the stock room	about 400 items, over two weeks	picking time went from 6 to 4 minutes
Trained new starters on the till	5 people during 2025	no till shortfalls on their shifts

3. Strong verbs to start a bullet with

Led and managed:	led, managed, supervised, coordinated, oversaw, chaired, mentored, trained, scheduled
Built and improved:	built, designed, rebuilt, simplified, automated, standardized, launched, set up, fixed
Numbers and money:	cut, reduced, saved, raised, grew, doubled, tracked, forecast, reconciled, costed
People and service:	advised, resolved, negotiated, presented, wrote, taught, handled, supported, recruited

4. Still to find out before I can finish the resume

Exact start and end dates for the 2021 job · the name of my old manager · my course certificate numbers · the figure for the stock room project