

Examples of “Quantifying” Resumes

Use #s, %s, \$ amounts & state positive results

Remember . . . Use numerals, unless it is the 1st word in a phrase or sentence

- Managed an 8-lane emissions testing facility with an annual volume exceeding 75,000 vehicles.
- Worked with 6 daycare providers supervising up to 30 children, ages 4 – 10.
- Met or exceeded all assigned sales targets and placed in the top 10% in monthly sales promotions.
- Received "Excellent" on performance evaluations every 6 months; earned 3 wage increases over 2 years.
- Worked overtime when requested, often up to 12-hour shifts; missed only 2 days of work in 5 years.
- Painted the interior and exterior of a 6500 square foot, 7-bedroom home; supervised 5-member crew.
- Promoted from Shipper/Receiver to Sales Associate after 4 months; added duties of Display/Merchandiser 6 months later.
- Maintained a shrinkage loss due to internal theft and/or damaged products of less than 1%.
- Supervised a staff of 15-20 full and part-time employees in the 6-week absence of store manager.
- Achieved an average score of 93% on 2 federal safety inspections and 96% on 5 company operational audits.
- Earned bonus and “Employee-of-the-Month” award for keeping man-hours lost to injury below 225 for the year.
- Manage cash, credit and debit receipts of over \$180,000 per week.
- Maintain an average customer wait time of less than 3 minutes.
- Created and maintained a database of 4500+ clients.
- Greet and receive up to 80 clients per day.
- Deliver daily newspapers in 40-square mile region, 6 mornings per week; route varied in size from 1100 to 1400 subscribers.
- Developed accurate inventory methods for over 125,000 books; received on average 12 book shipments per month; verified orders and authorized invoices totaling \$2 million annually.