

Creative Horizons Communications
Your Career Map & Accomplishments Generator
Providing strategic solutions to enhance your career success!



By: Lori A. Jazvac, Master Resume Writer/Career Consultant
Certified Career Transition Coach (CCTC)
Founder, Creative Horizons Communications – Resumes
www.creativeresumestrategist.com | 905.730.2374
creativehorizonsresumes@gmail.com

My Career Focus Map

Immediate career goal?
My driving motivators?
What do I want to do?
Problem or challenge to solve?

Professionally...
I am an expert in..
My unique value proposition is...
My core strengths are...
When I am at my best, I affect others..
I stand for....

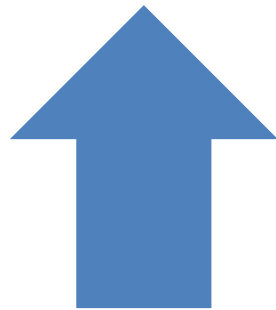


Ideal company and role?
Job title? Manage people? P&L or budgets?
Targeted industry?
Location? Salary or compensation?

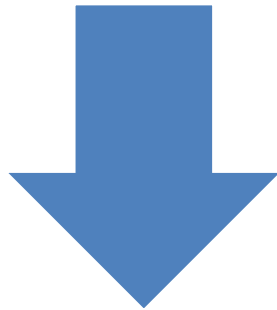
Company philosophy & style – type of company values, company size?

Key skills that I use?
Key skills that I want to use?

Key Skills



**Increased ... revenue,
efficiency, growth,
customer satisfaction, or
innovation?**



**Reduced ... costs,
downtime, budget, or
turnaround time etc. ?**

Change Management, Supervision, Leadership, Business Development, Strategic Planning, Revenue Growth, Service Delivery, Problem Solving, Management, Integrity, Communications, Negotiations, Research, Data Gathering, Customer Service, Data Analytics, Communications, Organizational Skills, Team Collaboration, Relationship Building, Administration, Accounting, Collections, Board Leadership, Compliance, Investigations, Forecasting, Team Building, Coaching, Presentations, Exceeding Goals, Monitoring, Creative Thinking Adaptability, Time Management, Process Improvements/Re-Engineering , Project Management, Social Media, etc.

6-Step Accomplishments Generator

#1. Leadership / Management

Manage P&L or budgets? Direct/Indirect reports? Promotions?
Led regional, national or global teams to #s? Key strategies... Goals exceeded? Leadership style... Skills used/mastered?

#6. Customer and/or Stakeholder Satisfaction

Surpassed customer service... retention... Improved stakeholder / community outcomes... Enhanced communications... Solutions... Compliance... Relationship building?

#5. Innovations

Drove process/procedure improvements... Reporting Improvements... Product launches... Service improvements... Led change (M&A, start-ups)... First Inventions?

#4. Awards & Initiatives

Key project outcomes... Contract negotiations... Challenges... Success Strategies... Exceeded deadlines / budget goals.... Awards of excellence?

#2. Growth

Increased revenue.... Results? Business expansions... Funding, Resources ... Production? Performance ... Customers... Service delivery... Operational efficiency... ROI?

#3. Savings

Reduced costs... Turnaround time... Downtime... Expenses... Budget savings... Cut health/safety risk....or slashed errors ... Saved resources... Streamlined processes (% , \$, #s)?



Challenge-Action-Result Method (CAR)

Strong résumés lead with metrics or results! Use [action verbs](#). Think numbers (\$, %, or #s), SMART achievements (Specific, Measurable, Action-Driven, Realistic, Timely)

C - Challenge

CHALLENGE

Describe the challenge or situation (scope).

A - Action

ACTION

What actions were taken? Key strategies?

R - Result

RESULT

What were measurable results / impact on company, team etc.? Note both quantitative and qualitative results.

*Example of accomplishment that leads with results:
Expanded sales pipeline 30% through market outreach, needs analysis, and strategic communications.*