



If you aren't presently working and didn't do a great job of noting the specifics of your past accomplishments when they occurred, that's okay too. If you can recall the core of your achievement, start there and exercise your memory muscles. Let's pretend, for example, that you're an administrative professional who cleared out a backlog of files in your last job. Here are some questions to ask yourself:

- How substantial was the backlog of files? 5 years' worth? 10 years' worth? (Quantification doesn't just apply to results. Consider the size/scope of your project.)
- How many filing cabinets were full at the beginning of your effort, and how many were consolidated/left open for other uses when you finished?
- How much faster were you able to retrieve documents afterwards?

Guesstimating the impact of your efforts is acceptable as well, just be sure to include language such as "approximately" or "nearly," list a range, and/or use the "~" symbol before your metric. Additionally, don't forget about major projects you contributed to. You don't have to drive each and every initiative you mention on your resume. Plus, a mix of independent and team-based achievements shows versatility.

In closing – and I'm hoping this comes as no surprise – DO NOT make up numbers just to quantify an achievement. You may never be caught in your lie, but the potential consequences simply aren't worth it. As mentioned above, estimate if you are unsure or leave the metric off entirely (some things simply won't be quantifiable).