

## **Worth Points – Your Own Secret Resume Weapon**

A “worth point” is a well-written, concise statement that will differentiate you from your competition. Worth points are worth their weight in gold, so take the time to learn how to incorporate them into your résumé. Worth points demonstrate why you will be valuable to an employer. They make your résumé shine and glisten.

Worth points clearly state what you accomplished and the results your actions created for your previous employer.

### **Worth Point Example:**

-- Organized and managed volunteer student committee to raise funds for repair of homeless shelter, resulting in achieving 200 percent of financial goal.

Notice that the example incorporates two action verbs in it: organized and managed. It also clearly states that your efforts exceeded the goal or expectation that was established before you tackled the job.

### **Worth Point Example:**

-- Planned and executed upgrade of new MIDI studio, including drawings, wiring, and installation, saving the cost of hiring an outside installation firm.

That’s a strong worth point that uses two powerful verbs: planned and executed. The résumé could have simply stated, “installed a new MIDI studio,” and missed a valuable opportunity to make a much stronger, active statement as to the value created for the previous employer.

A worth point is also included under the school job listed on the sample résumé in the previous chapter.

### **Worth Point Example:**

-- Set up maintenance tracking system and student repair teams to lower amount of equipment out of service and speed up repairs, resulting in increased productivity of department and letter of commendation.

The studio manager who is looking at this résumé carefully is likely to observe, “This person is technical enough so that I wouldn’t have to contract out as much freelance technical help. I’d have more tech power in-house. And he has organized repair teams and kept equipment running.”

That well-stated worth point is very likely to move the sample résumé up near the top of the select pile of “must contact” résumés.

Use workshop 6 on the next page to develop a few of your own worth points.

## WORKSHOP 6: Worth-Point Development

A “worth point” is a well-written, concise way to give yourself an edge when someone is reviewing your résumé. Worth points demonstrate why you will be valuable to a prospective employer.

Here’s an example: “Planned and managed 5K walk-a-thon fund raiser for local food bank, resulting in achieving 100 percent of food donation and cash contribution goals.” Notice the two action verbs: planned and managed.

To develop worth-point “winners,” start by listing three accomplishments that you are proud of.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Now, turn them into worth points by using the following formula. A good worth point uses two phrases. The first describes specifically what you did; the second, its results.

Convert your three accomplishments into worth points.

1a. What you did:

\_\_\_\_\_

1b. What was the result of your action?

\_\_\_\_\_

2a. What you did:

\_\_\_\_\_

2b. What was the result of your action?

\_\_\_\_\_

3a. What you did:

\_\_\_\_\_

3b. What was the result of your action?

\_\_\_\_\_

Take your time and go over your work and volunteer experience. See how many of the job actions you have listed can be “energized” by conversion into a worth point. A résumé with well-written worth points jumps out of a stack of competing résumés!