



## JOB CLUB TOOL

### QUANTIFY YOUR SKILLS WORKSHEET

Quantify means to enumerate, calculate or put a figure on something. By using figures or numbers you can show how you benefited your current and past employers. Quantify your responsibilities and achievements by thinking about time, effort and money. How much money or time was saved, earned or increased because of your involvement?

<b>List job duties, responsibilities, and accomplishments</b>	<b>Quantify them in terms of – money, time and effort using the #, \$, and % signs.</b>
<b>Example:</b> Increased membership.	<b>Quantified:</b> Increased \$40 memberships by 30% in one year resulting in \$50,000 increase to the budget.
<b>Example:</b> Assisted customers over the phone.	<b>Quantified:</b> Assisted 20- 30 customers daily over the phone.