

An Impact and Achievement-Focused Resume Review Checklist for Women



Many women contribute significant expertise, results, and leadership in their roles, yet that impact does not always come through clearly in resume screening.

This gap reflects a combination of how skills and leadership qualities are often undervalued and under-recognized due to gender-based bias in hiring, and how valuable skills and achievements — especially those expressed through collaborative work — are not always articulated in ways that clearly convey impact.

MAKING IMPACT VISIBLE THROUGH EVIDENCE

By grounding experience in outcomes, scope, and evidence, women can confidently demonstrate their impact while maintaining their own authentic voice. Expressing value without relying on excessive self-promotional language allows strong contributions to register more clearly with hiring systems and decision-makers and reduces the impact of gender-based bias and stigma in the screening process.

A PRACTICAL GUIDE TO TURNING EXPERIENCE INTO VISIBLE IMPACT

This guide helps identify where impact, achievement, and leadership-relevant value are already present — but under-articulated — and offers practical guidance for making that value visible through clear, credible, evidence-based accomplishments.

See the framework for articulating impact in your resume



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ARTICULATING IMPACT IN YOUR RESUME

Impact emerges from the combination of **Action + significance + outcomes/results + how**.

ACTION + SIGNIFICANCE + OUTCOMES & RESULTS + HOW

- **Action** — what you did or were responsible for
- **Significance** — why the work mattered or what problem it addressed
- **Outcomes & Results** — what changed, improved, enabled, or advanced
- **How** — the skills, methods, tools, or approach used

BEST-PRACTICE IMPACT PRINCIPLES

- Show impact through outcomes and evidence
- Make results specific, grounded, and concrete
- Connect communal language (collaboration, facilitation, leadership) to outcomes
- Where possible, quantify or qualify impact by adding context, scope, or scale

*Use the checklist to assess how you describe your work experience,
and identify opportunities to strengthen your resume*



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ASSESS HOW YOU DESCRIBE YOUR WORK EXPERIENCE

For each work experience point you include in your resume, ask:

CLARITY AND IMPACT

- Is it clear what I did (my role or contribution)?
- Is it clear why this work mattered?
- Is there a clear outcome or result?
- Is it clear how the result was achieved (skills, methods, approach)?

OUTCOMES, RESULTS & EVIDENCE

- Does the description show impact through results and evidence, not just intention?
- Does the language avoid vague or passive phrasing that obscures responsibility?
- Could the impact be made clearer by quantifying or qualifying it through:
 - Scale or scope (size, reach, volume)? — e.g. “organization-wide”
 - Time, frequency, or duration? — e.g. “over six months”
 - People, teams, or stakeholders affected? — e.g. “across multiple teams”
 - Efficiencies gained, improvements made, or progress enabled?
- If exact numbers aren’t available, could I estimate a reasonable percentage change based on my own assessment of the impact (e.g. “improving user retention by 10%”)?

Example: “Directed a social media campaign to strengthen brand awareness, increasing audience reach by 20% in three months through data-informed targeting & content design”.

COMMUNAL LANGUAGE FRAMING

- Am I using communal or relational language (e.g., collaborated, supported, facilitated, mentored)?
 - Is my agency and contribution shown, not implied?
 - Is it clear what decisions, outcomes, or improvements I enabled?
 - Is the scale of my impact clear by including context like:
 - Time saved
 - People or teams supported
 - Programs or initiatives influenced
 - Efficiency, quality, or consistency gained
- Can I clarify the impact of this work by pairing it with related outcomes such as:
 - Decisions influenced
 - Results enabled
 - Outcomes improved
 - Systems strengthened
 - People, projects, or processes advanced

Example: “Collaborated with cross-functional stakeholders to align priorities and influenced roadmap decisions, resulting in a 25% reduction in delivery delays across two product teams.”