

For help on exactly how to use the PDF version of your Workbooks, please visit: (all lower case) <http://www.harounventures.com/workbook-help>. I recommend downloading the **free** Adobe Reader version (not the Acrobat Pro Trial version) of the Adobe Acrobat reader from this link: <https://get.adobe.com/reader/>

INTERNET LINKS*:

[CALENDAR](#) [MBA HOME PAGE](#) [WORKBOOKS](#) [MBA OFFICE HOURS](#) [CLASS REPLAYS](#)

LINKS IN THIS DOCUMENT:

[TOPIC 1](#) [IMPACTFUL WORDS CHEAT SHEET](#) [EXERCISE PG-1-7-1-1 for Topic 1**](#)
[TOPIC 2](#) [POSITION TITLES](#) [TOPIC 3](#) [EXERCISE PG-1-7-3-1 for Topic 3](#)
[EXERCISE PG-1-7-3-2 for Topic 3](#) [EXERCISE PG-1-7-3-3 for Topic 3](#) [EXERCISE PG-1-7-3-4 for Topic 3](#)
[EXERCISE PG-1-7-3-5 for Topic 3](#) [HOMEWORK](#)

* If prompted for a password, use the password that was emailed to you.

PG-1-7-1-1 Means PG **SEMESTER 1 **CLASS 7** **TOPIC 1** EXERCISE 1

WORKBOOK FOR PERSONAL GROWTH SEMESTER #1 & CLASS #7 (ALSO CALLED PG-1-7***)

3 TOPICS COVERED IN THIS LESSON: (Brief Recaps in Brackets. Click the text to jump to the page in this workbook where we cover the Topics).

- 1** [PG-1-7-1: USING IMPACTFUL WORDS AND JOB TITLES ON A RESUME \(AND LINKEDIN PROFILE\)](#) (We discuss 100 words that we must start bullet points with on a resume or LinkedIn Profile)
- 2** [PG-1-7-2: POSITION TITLES TO USE ON YOUR RESUME](#) (We discuss what titles to use and which ones to avoid using.)
- 3** [PG-1-7-3: YOUR BIGGEST ACCOMPLISHMENTS IN YOUR LIFE \(SO FAR\) & HOW TO LIST THEM ON YOUR RESUME](#) (This is the final resume topic; we create your final resume product in topic 3.)

Please have this workbook open during the PG-1-7*** lecture and fill in the blanks or answer the questions in this workbook when Chris asks you to do so during the live lesson (or during the replay of the live lesson). The homework for all lessons is always listed on the last page.

If you are watching a live version of this lesson, please let Chris explain the concepts and then we will have many opportunities for live Q&A when he mentions: “Does Anyone Have Any Questions?” You can also ask Chris questions about the concepts taught in this class during his weekly *For MBA Degree Program Students Only Weekly Q&A Webcast*, which is available at the following [link](#) using the password that was emailed to you.

Please note that after the class is finished, Chris will direct you where to go online in order to take a quiz based on the concepts taught in PG-1-7. If you can’t watch this class live, then Chris’ team will have an edited [replay](#) of the lesson online within one day after this class has ended.

TOPIC 1 OF 3: PG-1-7-1: Using Impactful Words and Job titles on a Resume (and LinkedIn Profile)

Optional: Type your notes for Topic #1 in this box:

Optional: How can you apply what you have learned about Topic #1 today to enhance your career (or to make you happier and more successful in general)?

Optional: Type a question(s) below that you want to ask Chris on the live webcast about Topic #1. If you are watching the live webcast of this lesson, after Chris finishes discussing each Topic, he will say “Does anyone have any questions about Topic #1. At that point you can copy and paste the text that you type below into the YouTube message box to ask him a question. If you are not on the live webcast, you can also ask him your questions during the [MBA Only Students Office Hours Webcast](#) (use the password that was emailed to you). Before asking the question about Topic #1, please look at the first page of this document to see what he will discuss in Topic #2 and Topic #3 (in case your question will be addressed during Topic #2 and Topic #3). Thanks:

IMPACTFUL WORDS CHEAT SHEET

If you want to download the Impactful Cheat Sheet shown below, then please visit www.harounventures.com/pg-1-7 (all lower-case).

Consider Starting Resume Line Items With Words in the Following Impactful Words Categories:

Category 1: Achievement Words:	Category 2: Gave Opinion Words:	Category 3: Made Words:	Category 4: Made Better Words:	Category 5: Managed Words:	Category 6: Other Words:
Accomplished	Advised	Authored	Boosted	Chaired	Acquired
Achieved	Analyzed	Built	Conserved	Co-managed	Assisted
Awarded	Consulted	Created	Decreased	Coached	Conduct
Completed	Evaluated	Defined	Enhanced	Led	Contributed
Earned	Examined	Designed	Expanded	Managed	Defined
Exceeded	Identified	Developed	Improved	Mentored	Delivered
Outperformed	Published	Engineered	Increased	Orchestrated	Distinguished
Promoted	Quantified	Established	Maximized	Organized	Forecasted
Recipient of	Ranked	Founded	Modernized	Oversaw	Gained
Won	Recommended	Implemented	Redesigned	President of	Gathered
	Researched	Innovated	Reduced	Produced	Generated
	Suggested	Introduced	Reengineered	Recruited	Instructed
		Launched	Reorganized	Supervised	Marketed
		Pioneered	Restructured		Monitored
		Programmed	Saved		Negotiated
			Simplified		Operated
			Streamlined		Organized
			Strengthened		Participated in
			Transformed		Planned
			Upgraded		Prepared
					Presented
					Raised
					Received
					Represented
					Seasoned
					Selected
					Supported
					Targeted
					Taught
					Tested
					Traded
					Trained
					Validated
					Valued
					Wrote

Do your best not to use the same impactful words on your resume too much. Mix them up please.

Do You Need More Impactful Words? Since we don't want to use the same words over and over again in your resume, here is a tip for how to come up with more impact words ideas: go to www.thesaurus.com and enter one of the **Category Titles**. For example, "**Achievement**" or "**Gave Opinion**" or "**Made**" or "**Made Better**" or "**Managed**."

Use Correct Tense: Use the past tense if the words on this page in almost all cases (with the exception of resume items that reflect what you are doing in your current job/education).

For example, if currently managing a team, write "Manage a team of" and if no longer managing that team, then write "Managed a team of."

EXERCISE PG-1-7-1-1: 10 Incorrect Tense Items With this Resume

Please identify 10 incorrect tense and incorrect (or redundant) ways to start a line item on the resume on the next page. Thanks

What are 10 Mistakes on the Resume on the Next Page?	
1:	6:
2:	7:
3:	8:
4:	9:
5:	10:

MARY SWANSON

423 Rare Owl Drive, Aspen, Colorado, U.S. 90210

mswanson@mba2015.hbs.edu www.linkedin.com/in/charoun (555) 555 - 0000

Experience

- 2015–Present **ENRON PART 2** **DALLAS, TX**
Chief Compliance Director
- Manage a team of 120 Energy Traders.
 - Led the firm’s ethical business mandates department.
 - Organizing the analyst education program in 2015.
 - Awarded customer service award.
 - Awarded the 2015 Institutional Investor Award for outstanding buggy whip stock picking abilities.
- 2011–2015 **LEHMAN STERNS** **NEW YORK, NY**
Senior Equity Analyst
- Research high profile and low risk mortgage backed securities, including Countrywide and AIG.
 - Management gave me the Made-off Ivan Boesky Ethics award.
- Summer 2011 **AXE CAPITAL** **GREENWICH, CT**
Junior Equity Analyst Position
- Trade liquid pink sheet large cap Dow 30 components while working directly for Bobby Axelrod.

Education

- 2007 – 2011 **RIDGEMEONT UNIVERSITY** **SAN DIEGO, CA**
Bachelor of Commerce (Finance Major)
 Got award X University Dobson Fellowship for business model feedback contribution to students.
- 2004– 2007 **WELTON ACADEMY** **MIDDLETOWN, DE**
Fine Arts Academy Diploma (Poetry Major)
 Students voted to make me President and founder of the Carpe Diem Captains Club.

Personal/Other

- 2006 – 2016 **FOUNDER OF THE SHAKE AND BAKE NASCAR CHICKEN COMPANY** **TALLADEGA, AK**
 They gave me the award of the prestigious Burgundy Kind of a Big Deal journalism award.
- 2004 – 2007 **CAPTAIN OF THE WELTON ACADEMY POLO TEAM** **DUBAI, U.A.E.**
 Boss of 23 underprivileged Segway Polo players to victory in the Monaco Polo World Series.
- 2002 –Present **FOUNDER OF DOCTORS WITHOUT DIPLOMAS CHARITY** **BEVERLY HILLS, CA**
 I started this charity because I have above average intelligence.

Languages: Fluent in English, Klingon and Na’vi.
 Additional Interests: Passionate about baseball, ballet, travel, poetry and NASCAR.

TOPIC 2 OF 3: PG-1-7-2: Position Titles to Use on Your Resume

Optional: Type your notes for Topic #2 in this box:

Optional: How can you apply what you have learned about Topic #2 today to enhance your career (or to make you happier and more successful in general)?

Optional: Type a question(s) below that you want to ask Chris on the live webcast about Topic #2. If you are watching the live webcast of this lesson, after Chris finishes discussing each Topic, he will say “Does anyone have any questions about Topic #2. At that point you can copy and paste the text that you type below into the YouTube message box to ask him a question. If you are not on the live webcast, you can also ask him your questions during the [MBA Only Students Office Hours Webcast](#) (use the password that was emailed to you). Before asking the question about Topic #2, please look at the first page of this document to see what he will discuss in Topic #3 (in case your question will be addressed during Topic #3). Thanks:

POSITION TITLES

Consider using the following titles on your resume if you founded an organization, charity, club or a company or if you are not given an official title for the job, charity or student club that you are active with.

Advisor
Analyst
Assistant
Associate
Board Advisor
Board Member
Board Observer
CEO
CFO
Consultant
COO
General Partner
Guest Lecturer
Head of
Lecturer
Manager
Managing Director
Panel Judge
Partner
Portfolio Manager
Professor
Vice President

Also, the word "Senior" can be added to the beginning of many titles.

TOPIC 3 OF 3: PG-1-7-3: Your Biggest Accomplishments in Your Life (So Far) & How to List Them on Your Resume

Optional: Type your notes for Topic #3 in this box:

Optional: How can you apply what you have learned about Topic #3 today to enhance your career (or to make you happier and more successful in general)?

Optional: Type a question below that you want to ask Chris on the live webcast about Topic #3. If you are watching the live webcast of this lesson, after Chris finishes discussing each Topic, he will say “Does anyone have any questions about Topic #3. At that point you can copy and paste the text that you type below into the YouTube message box to ask him a question. If you are not on the live webcast, you can also ask him your questions during the [MBA Only Students Office Hours Webcast](#) (use the password that was emailed to you). Thanks:

EXERCISE PG-1-7-3-1: What Are Your Accomplishments That Are Impressive, Interesting or Unique

On the left-hand side of the table below (which is on this page and the 3 pages after this one), please try your best to list 20 things that you have accomplished that are either impressive and/or interesting and/or unique. Then complete the 4 right hand columns

Please list your 20 biggest accomplishments in this column (or as many as you can).	Will this be impressive to the interviewer? Write Yes or No	Will this be interesting to the interviewer? Write Yes or No	Will the interviewer think this is unique? Write Yes or No	Pick one category for this accomplishment Write either Education or Experience or Personal (Other)
1:				
2:				
3:				
4:				
5:				

Workbook for PG-1-7 (Semester #1 and Class #7 for Personal Growth)

<p>Please list your 20 biggest accomplishments in this column (or as many as you can).</p>	<p>Will this be impressive to the interviewer?</p> <p>Write Yes or No</p>	<p>Will this be interesting to the interviewer?</p> <p>Write Yes or No</p>	<p>Will the interviewer think this is unique?</p> <p>Write Yes or No</p>	<p>Pick one category for this accomplishment</p> <p>Write either Education or Experience or Personal (Other)</p>
6:				
7:				
8:				
9:				
10:				

Workbook for PG-1-7 (Semester #1 and Class #7 for Personal Growth)

<p>Please list your 20 biggest accomplishments in this column (or as many as you can).</p>	<p>Will this be impressive to the interviewer? Write Yes or No</p>	<p>Will this be interesting to the interviewer? Write Yes or No</p>	<p>Will the interviewer think this is unique? Write Yes or No</p>	<p>Pick one category for this accomplishment Write either Education or Experience or Personal (Other)</p>
11:				
12:				
13:				
14:				
15:				

Workbook for PG-1-7 (Semester #1 and Class #7 for Personal Growth)

<p>Please list your 20 biggest accomplishments in this column (or as many as you can).</p>	<p>Will this be impressive to the interviewer?</p> <p>Write Yes or No</p>	<p>Will this be interesting to the interviewer?</p> <p>Write Yes or No</p>	<p>Will the interviewer think this is unique?</p> <p>Write Yes or No</p>	<p>Pick one category for this accomplishment</p> <p>Write either Education or Experience or Personal (Other)</p>
16:				
17:				
18:				
19:				
20:				

EXERCISE PG-1-7-3-2: Creating the Work Experience Section of Your Resume (The 1st of 3 Parts of Your Resume).

We will worry more about formatting later. For now, we are focused on the content of your resume.

In terms of the **Work Experience** (some call it just '**Experience**') section of your resume, I want you to complete the section below. Try to reuse or copy + paste items that you already covered in **the previous exercise** into the table below (if applicable) in the right-hand column.

Please try your best to include the **Impactful Words** (or similar words from www.thesaurus.com) that we covered earlier in the course (if possible and if applicable) in the right hand column in the exercise below. Try to also make sure that what you list or the way you list your work experience is applicable to the company you are applying to (and hopefully gets you closer to your 10-year goals or career change/new career goals).

If you received an award, were promoted or have a leadership position, please make sure to mention this (per the hypothetical example in the table listed on the 2 pages after this one.)

<p>Work Experience Section List your experience and sort it by most recent (meaning list your current job if you have one first).</p>	
<p>Work Experience (If applicable...if you don't have full time work experience, write down your part-time work experience or summer jobs if you had any).</p>	<p>Copy and paste the accomplishments that you documented in the previous exercise in this column that is applicable to the Work Experience item that you list on the left side of this table (if available).</p> <p>If you have multiple accomplishments for the same job, then I want you to list the ones first that you selected 'YES' for in the previous exercise for all 3 of these items: Impressive + Interesting + Unique.</p> <p>Then list the accomplishments that only had 2 qualities second (i.e., only Impressive + Interesting).</p> <p>Then, lastly (if applicable), list the accomplishments that had only 1 quality last (i.e., Impressive).</p> <p>Also, make sure to explain in as few words as possible, what your role was (see the example below) while using Impactful Words at the start of each bullet point or line item if possible).</p> <p>Lastly, if this was a job in the past, use the correct tense (i.e., in the example below, instead of starting the word with 'Conduct', start with 'Conducted.')</p>

Workbook for PG-1-7 (Semester #1 and Class #7 for Personal Growth)

<p>Example:</p> <p>Company Name = Morgan, Haroun, Sachs, Inc.</p> <p>My Most Recent Title = Managing Director</p> <p>Years I worked @ this firm = 2008 – Present</p>	<p>-Conduct comprehensive research on market leading domestic and international virtual reality companies.</p> <p>-Awarded the 2009 Institutional Investor Award for outstanding stock picking abilities.</p> <p>-Promoted to team lead at Morgan, Haroun Sachs' P.E.I. office given dedication of ensuring that our office has the highest customer service record.</p> <p><i>[Please max out at 140 or so characters; underlined words in this example are strength words which you can include if you want. The yellow highlighted words are Impactful Words].</i></p>

Workbook for PG-1-7 (Semester #1 and Class #7 for Personal Growth)

Workbook for PG-1-7 (Semester #1 and Class #7 for Personal Growth)

Workbook for PG-1-7 (Semester #1 and Class #7 for Personal Growth)

Don't worry if you listed too many items as you can combine them or remove the older ones if you want.

EXERCISE PG-1-7-3-3: Creating the Education Section of Your Resume (The 2nd of 3 Parts of Your Resume).

We will worry about formatting soon. For now, we are focused on the content of your resume.

In terms of the **Education** section of your resume, I want you to please complete the section below. Try to reuse or copy + paste items that you already covered in **Exercise PG-1-7-3-1** into the table below (if applicable) in the right-hand column.

Please try your best to include the **Impactful Words** (or similar words from www.thesaurus.com) that we covered earlier in the course (if possible and if applicable) in the right hand column in the exercise below.

If you received an award, scholarship, founded an extracurricular activity or had a leadership position at school, please make sure to mention this (per the hypothetical example in the table listed on the next page).

Education Section List your education and sort it by most recent (meaning the most recent school that you attended or are currently attending).	
<p>Education (If applicable, please write down your education, including all schools that you have attended – even if you went on exchange which is an interesting topic to discuss in an interview).</p>	<p>Copy and paste the accomplishments that you documented in Exercise PG-1-7-3-1 (if applicable) in this column that is applicable to the Education item that you list on the left side of this table (if available).</p> <p>If you have multiple accomplishments while you were at the same school, then I want you to list the ones first that you selected ‘YES’ for in the previous exercise for all 3 of these items: Impressive + Interesting + Unique.</p> <p>Then list the accomplishments that only had 2 qualities second (i.e., only Impressive + Interesting).</p> <p>Then, lastly (if applicable), list the accomplishments that had only 1 quality last (i.e., Impressive).</p> <p>Also, make sure to explain in as few words as possible, what your degree is/was while using Impact Words if possible.</p>
<p>Example:</p> <p>School Name = University of Bautista</p> <p>Degree Obtained (or to obtain) = Bachelor of Arts</p> <p>Years you attended this school= 2008 - 2012</p>	<p>-Majored in Philosophy and received an award for publishing a paper on The Philosophy of Yogi Berra and the Interpretation of Mr. Berra’s Prophetic Baseball Poetry.</p> <p>-Awarded baseball scholarship and given the Encarnacion Award for team leadership, dedication and passion for the sport.</p>

Workbook for PG-1-7 (Semester #1 and Class #7 for Personal Growth)

Workbook for PG-1-7 (Semester #1 and Class #7 for Personal Growth)

Don't worry if you listed too many items as you can combine them or remove the older ones if you want per the video discussion in this section. For example, I don't list high school anymore on my resume, but I did a "few" years ago when I was 25.

EXERCISE PG-1-7-3-4: Creating the Personal/Other Section (The 3rd of 3 Parts of Your Resume).

We will worry about formatting soon. This is the last section on creating content for the resume.

In terms of the **Personal** section of your resume, I want you to please complete the section below. Try to reuse or copy + paste items that you already covered in **Exercise PG-1-7-3-1** into the table on the next page (if applicable) in the right-hand column.

Please try your best to include the **Impactful Words** (or similar words from www.thesaurus.com) that we covered earlier in the course (if possible and if applicable) in the right hand column in the exercise below.

Please don't list any political affiliations as you 50% of people will love you and potentially vice versa! :)

If you do charity work, play **team** sports, and have other passions/interests, please mention this (per the hypothetical example in the table listed below).

Make sure to list the charity work you are passionate and proud of. List activities where you had a leadership function that have nothing to do with school or work. Also list your passions and enjoy this exercise!

Personal/Other Section List your extracurricular activities and anything that the interviewer will find interesting.	
<p>Personal / Other Please list items that make you well rounded too.....meaning you love team sports, travel etc. What are your passions? What will make you light up and seem energized and happy and interesting to talk to in your interviews?</p>	<p>Copy and paste the accomplishments that you documented in Exercise PG-1-7-3-1 (if applicable) in this column that is applicable to the Personal / Other item that you list on the left side of this table (if available).</p> <p>If you have multiple personal/other accomplishments, then I want you to list the ones first that you selected 'YES' for in the previous exercise for all 3 of these items: Impressive + Interesting + Unique.</p> <p>Then list the accomplishments that only had 2 qualities second (i.e., only Impressive + Interesting).</p> <p>Then, lastly (if applicable), list the accomplishments that had only 1 quality last (i.e., Impressive).</p> <p>Please use Impact Words if possible.</p>
<p>Example:</p> <p>Extracurricular or Other Activity or Interest = Founded Canadian Internet Charity Consulting</p> <p>Years you did this extracurricular activity (if possible) = 1997-2001</p>	<p>Founded and led a team of 6 programmers that created websites for free for Canadian charities.</p>

Workbook for PG-1-7 (Semester #1 and Class #7 for Personal Growth)

Workbook for PG-1-7 (Semester #1 and Class #7 for Personal Growth)

EXERCISE PG-1-7-3-5: Creating Your Resume Using the Harvard Business School Format

We are now ready to create our resume! Please download the “Harvard Business School Resume Format.docx” document from www.harounventures.com/pg-1-7 .We will use the Harvard Business School Resume Format because it is the most popular and successful resume format in history and many seasoned executives prefer to read resumes formatted this simplistic way.

Please make sure to keep this resume at 1 page maximum. You can choose to save this Microsoft Word version as a PDF (select “Save As” in Microsoft Word).

Once you have the Harvard Business School Resume Format.docx document open, simply copy and paste the information that you created into the resume from the 3 previous exercises (meaning from Exercises PG-1-7-3-2, PG-1-7-3-3 and PG-1-7-3-4).

HOMEWORK

After this lecture, please complete the quiz associated with this lecture at this [link](#)* within one week of the day that you took this lecture. Thanks

* If you can't see the quiz link, please refresh the link an hour after class has been completed thanks.