

The Resume Bullet Rewrite Worksheet

A duty says you occupied a chair. An impact says you'd be worth hiring for the next one. Use the formula below to turn four flat bullets into proof.

The formula: Action + Task + Result + Context

- ☐ **Action** — the strong verb: built, cut, grew, resolved, launched, saved.
- ☐ **Task** — what it was for: the goal or problem it served.
- ☐ **Result** — what changed: faster, cleaner, cheaper, more, fewer.
- ☐ **Context** — the scale: how many, how often, how big. Estimate honestly if you must ("roughly 40 a week").

Weak: Responsible for customer service. → **Stronger:** Resolved 40+ customer issues a week while keeping response times under an hour.

Now rewrite four of yours

① YOUR WEAK BULLET

ACTION · TASK · RESULT · CONTEXT

REWRITTEN

② YOUR WEAK BULLET

ACTION · TASK · RESULT · CONTEXT

REWRITTEN

③ YOUR WEAK BULLET

ACTION · TASK · RESULT · CONTEXT

REWRITTEN

④ YOUR WEAK BULLET

ACTION · TASK · RESULT · CONTEXT

REWRITTEN

Action-verb bank — steal these

Built / Created: built, designed, launched, developed, set up, established. **Improved:** cut, reduced, sped up, streamlined, simplified, fixed. **Grew:** grew, increased, raised, expanded, scaled. **Ran / Owned:** managed, led, coordinated, ran, owned, oversaw. **Helped people:** resolved, trained, supported, advised, served.