



★ RÉSUMÉ BULLET REWRITE GUIDE

A free resource to help you turn boring tasks into powerful, recruiter-friendly achievements.

1. Before → After Examples

Example 1

Before:

- Responsible for answering customer emails

After:

- Resolved 40+ customer inquiries weekly by providing clear, timely support, improving satisfaction and reducing repeat tickets
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Example 2

Before:

- Helped with onboarding

After:

- Supported onboarding for 25+ new hires by preparing accounts, training materials, and system access, reducing setup time by 30%
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Example 3

Before:

- Managed schedules

After:

- Coordinated daily schedules for a 12-person team, optimizing workflows and preventing conflicts across meetings, deadlines, and client needs
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2. High-Impact Bullet Formulas

Formula 1 — Action + Task + Result

“Improved [process/task] by [doing what], resulting in [measurable outcome].”

Example:

Improved onboarding workflow by updating documentation, reducing new-hire setup time by 30%.

Formula 2 — Action Verb + What You Did + Why It Mattered

“[Action Verb] [what you did] to [impact].”

Example:

Streamlined ticket routing to reduce customer wait times and improve team efficiency.

Formula 3 — Volume + Skill + Outcome

“[Handled/Processed/Delivered] [X volume] using [skill/tool], which led to [result].”

Example:

Processed 80+ invoices weekly using QuickBooks, ensuring 100% accuracy and on-time payments.



3. 40 Strong Action Verbs

Led
Improved
Streamlined
Optimized
Coordinated
Implemented
Delivered
Supported
Analyzed
Created
Developed
Managed
Executed
Reduced
Increased
Designed
Resolved
Facilitated
Organized
Enhanced
Produced
Maintained
Trained
Collaborated
Monitored
Built
Updated
Launched
Strengthened
Evaluated
Documented
Negotiated
Communicated
Prioritized
Tested
Verified
Advised



Assisted
Prepared



4. How to Add Measurable Results

Recruiters LOVE numbers. Add metrics like:

- Time saved (ex: reduced onboarding time by 30%)
- Volume (ex: processed 50+ requests weekly)
- Accuracy (ex: maintained 99% data accuracy)
- Growth (ex: increased engagement by 20%)
- Efficiency (ex: cut response time from 48 hrs to 12 hrs)
- Scale (ex: supported a team of 15)

If you don't have exact numbers, estimate conservatively or use ranges.



5. How to Turn Tasks Into Achievements

Turn this:

“Answered phones.”

Into this:

“Answered 50+ calls daily, resolving issues and routing inquiries to improve customer satisfaction.”

Turn this:

“Updated spreadsheets.”

Into this:

“Maintained and updated tracking spreadsheets to ensure accurate reporting and support team decision-making.”

Turn this:

“Scheduled meetings.”

Into this:

“Coordinated weekly meetings for cross-functional teams, ensuring alignment on deadlines and priorities.”



★ Want your résumé rewritten for you?

If you want:

- Strong bullets
- Clear achievements
- Metrics that stand out
- A résumé aligned to your target roles
- A recruiter-friendly, modern format

...that's all included in my **LinkedIn Takeover + Career Branding Service**.

You can **email me** (Info@letmeaskmonet.com) to get started or [use the payment link](#) to **jump-start your takeover** and secure your spot.

-Let Me Ask Monet Team