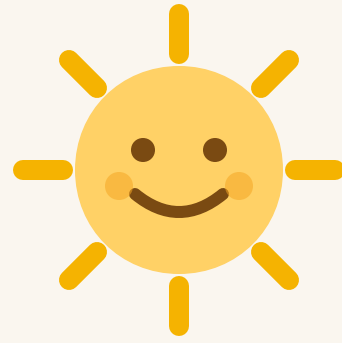


AI JOB SEARCH OS



Club Relaunch

Get back to work.

Resume Bullet Formulas

AI Job Search OS · Template pack

Part of the AI Job Search OS kit



Club Relaunch — *Get back to work.*

Hiring managers skim resumes in seconds. Strong bullets are the difference between "next" and "tell me more." Below are five plug-and-play formulas. Pick the one that fits what you actually did, fill it in, and you're done.

A note on AI: You can paste any of these formulas into an AI chat tool (ChatGPT, Claude, Gemini, or any other) with your rough notes and the prompt: *"Turn these notes into a resume bullet using this formula. Keep it to two lines."* Never paste sensitive details (Social Security number, exact home address, bank or financial details) into any AI tool.

Formula 1: Action verb + what you did + measurable result

The workhorse. Start with a strong verb, say what you did, end with the number that proves it mattered.

Example A — Marketing coordinator:

Coordinated 12 product launch campaigns per year, growing the email list from 8,000 to 21,000 subscribers in 18 months.

Example B — Retail store manager:

Led a team of 25 associates across two shifts, holding shrink (lost inventory) to 1.1% versus the company average of 1.8%.

Formula 2: Problem + what you fixed + the difference it made

Perfect when your best work was solving something messy. Employers love fixers.

Example A — Customer success representative:

Inherited 40 at-risk customer accounts with overdue renewals; rebuilt the check-in schedule and saved 31 of them, protecting \$180,000 in annual revenue.

Example B — HR generalist:

Found that new-hire paperwork took an average of 9 days to complete; created a simple checklist and follow-up routine that cut it to 3 days.

Formula 3: Scope + scale (show the size of what you handled)

Use this when the sheer volume of your work is the story — people served, tickets handled, dollars processed, stores covered.

Example A — Customer success representative:

Managed a book of 220+ customer accounts, handling roughly 60 support conversations per week with a 94% satisfaction rating.

Example B — Retail store manager moving into operations:

Oversaw weekly scheduling, ordering, and cash handling for a \$4.2M-per-year store, supervising 25 staff across opening and closing shifts.

Formula 4: Before → after (the improvement story)

Show the change you made. "Before" sets the scene, "after" is your contribution.

Example A — Marketing coordinator:

Rebuilt the monthly reporting process from a manual 6-hour spreadsheet task into a 45-minute routine by standardizing the template and data sources.

Example B — HR generalist:

Took over onboarding when sessions ran 3 hours and new hires rated them 6/10; redesigned the agenda into a 90-minute session that now averages 9/10.

Formula 5: Team + your specific contribution + outcome

Use "collaborated with" sparingly — always name exactly what *you* did inside the team effort. Vague teamwork claims get skipped.

Example A — Operations-minded store manager:

Partnered with the district manager on a remodel project; I owned the overnight crew schedule for 14 nights and we reopened on time with zero lost sales days.

Example B — Customer success representative:

Worked with the product team on 15 customer-reported issues; I wrote the plain-language status updates that cut "where's my fix?" follow-ups by half.

Numbers for People Who Think They Have No Numbers

You have numbers. Almost everyone does — they're just hiding in everyday work. Here's where to look:

- **Time saved or spent:** "Cut the weekly report from 4 hours to 1." / "Ran a 90-minute training every month."
- **Errors reduced:** "Reduced data-entry mistakes." → Count them: "Cut shipping errors from 12 a month to 2."
- **People served:** Customers helped per day, new hires onboarded, trainees mentored, attendees at an event you ran.
- **Volume handled:** Tickets per week, orders processed, calls answered, files organized, appointments scheduled.
- **Money touched:** Budgets managed, cash handled, revenue protected, costs avoided — even "managed a \$15,000 monthly supply budget" counts.
- **Consistency streaks:** "Never missed a payroll deadline in 3 years." "Hit the monthly target 11 out of 12 months."
- **Comparisons:** "Ranked #2 of 8 stores in the region for customer satisfaction." "Fastest onboarding time on a team of 6."
- **Growth you contributed to:** "Store sales grew 8% during my two years." You don't need to claim sole credit — "contributed to" is honest.

Still stuck? For each job, ask yourself: *What was broken when I arrived? What did I touch every week? What would have fallen apart if I hadn't been there?* The answers are your bullets.

Truthfulness Checklist

Run every bullet through this list before it goes on your resume:

- ☐ **It's true.** Every number, every claim, every result actually happened.
- ☐ **I can explain it out loud.** If an interviewer asks "how did you do that?", I have a real answer.

- ☐ **I didn't inflate my role.** "Helped with" is not "led." "Part of a team that" is not "single-handedly."
- ☐ **The numbers are real, not rounded into fiction.** 18% is fine; "doubled" when it was 60% growth is not.
- ☐ **No invented metrics.** I never made up a percentage, dollar figure, or ranking to sound impressive.
- ☐ **Titles and dates are accurate.** My job title and employment dates match what a background check would find.
- ☐ **Skills listed are skills I have.** If it says "Excel," I can actually use it — not just open it.
- ☐ **A former manager would nod along.** If they read this bullet, they'd recognize the work.

A resume's job is to get you a conversation, not to win an award for best fiction. Honest bullets are stronger anyway — you can talk about them with confidence, and confidence is what gets remembered.

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