Achievement Bullet Fixer

Turn one vague resume line into a clear, supportable statement of your contribution.

Save a working copy. Open it in a PDF app that supports forms, fill it in, save, then reopen to check your answers. Use short phrases that fit the visible boxes; shorten an entry if a box is full.

Find the useful detail

Choose one line from your resume and one task in a target job. Work with a real example; short notes are enough. Allow about 10 minutes for a first revision.

Fictional example

Before: Helped with staff onboarding. Action: Collected answers from colleagues and wrote a checklist. Contribution: New starters had one place to find setup instructions. After: Compiled colleagues' setup guidance into an onboarding checklist used by new starters. This names the writer's part and an observed use, without inventing savings or claiming the whole team's work.

1. Your original line

Target task or requirement

Where and why was this needed?

2. What did you personally do?

Name the action and how you did it. Separate your part from the team's.

3. What changed or became possible?

Use an observed result or useful output. If the wider outcome is unknown, say what you delivered and for whom.

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Write one stronger line

Build a line from your action + relevant detail + result or contribution. Use past tense for completed work. A precise output is useful even when you have no reliable numbers.

4. Your revised bullet

Aim for one concise sentence fragment. Example shape: Created [what] for [whom], enabling [observed use].

What supports this statement?

Name a document, work sample, record or specific recollection. Protect confidential details.

Check before you use it

- [ ] The reader can picture what I did.
- [ ] Every claim is true; any number has a reliable basis.
- [ ] My contribution is distinct from the team's.
- [ ] The detail relates to the target task.

An unchecked box is a revision prompt. Replace an unsupported outcome with the concrete output, or remove a detail you cannot explain. Strong verbs cannot replace missing facts.

Next step: where will you use or revise this line?

Choose one resume section or one fact to verify, and a time to do it.

From one bullet to a coherent application

If you have a clearer bullet, you can use it in your resume now. You may next want your other examples to fit the same target role. The Application Story Kit is intended for the broader task of developing a consistent application. If that is useful, look for the toolkit at www.directionbychoice.com.