

DAY 8: RESUME RESULTS FORMULA

Alyssa Harper Pro Advice

Transform Responsibilities into Results

The Formula: [Action Verb] + [Metric] + [Method/Context]

BEFORE & AFTER EXAMPLES:

✗ Before: Managed team ✓ After: Grew team retention 28% via async check-ins and quarterly skip-levels

✗ Before: Handled customer support ✓ After: Reduced response time 50% by implementing tiered support system

✗ Before: Responsible for social media ✓ After: Increased engagement 300% through daily UGC campaigns and influencer partnerships

✗ Before: Worked on product roadmap ✓ After: Launched 5 features that drove 40% increase in user activation

✗ Before: Led sales team ✓ After: Exceeded quota 130% by coaching team on consultative selling methods

✗ Before: Improved processes ✓ After: Saved 200 hours annually by automating report generation with Python scripts

✗ Before: Managed budget ✓ After: Cut costs \$85K while maintaining quality through vendor consolidation

✗ Before: Coordinated events ✓ After: Planned 12 events (500+ attendees) with 95% satisfaction rate

✗ Before: Analyzed data ✓ After: Built dashboard that identified \$2M revenue opportunity in underserved segment

✗ Before: Recruited candidates ✓ After: Reduced time-to-hire 35% by creating structured interview rubric

Power Verbs by Category:

Leadership: Led, Mentored, Coached, Championed, Spearheaded **Creation:** Built, Developed, Designed, Launched, Established **Improvement:** Increased, Optimized, Enhanced, Streamlined, Transformed **Analysis:** Analyzed, Identified, Discovered, Evaluated, Assessed **Collaboration:** Partnered, Coordinated, Facilitated, Aligned, United

ATS Optimization Tips: - Use keywords from job description - Include metrics (%, \$, #) - Keep to 1-2 pages - Use standard section headers - Save as .docx format

Want More?

This is Day 8 of our 10-day series.

Get all 10 days plus bonuses: -  Email: alyssaharperadvice@gmail.com -  TikTok: @alyssaharperadvice -  Dashboard: [Your Link Here]

Next Steps: 1. Implement today's advice 2. Share your results with us 3. Check out tomorrow's content

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