One resume section, *rewritten to prove it.*

Target job: **Operations Manager**. Keywords tailored from that job type are underlined; numbers confirmed with the client are highlighted; action verbs are in teal.

BEFORE

Alex Rivera

Operations Coordinator

- Responsible for onboarding new employees.
- Handled vendor contracts and renewals.
- Trained new staff on the inventory system.
- Responsible for handling customer complaints and helping the team with various tasks.

AFTER

Alex Rivera

Operations Coordinator

- **Cut** new-hire onboarding time from **3 weeks** to **8 days** by rebuilding the training checklist and onboarding process.
- **Negotiated** renewals across **4** vendor contracts, saving **$18K** a year through vendor management reviews.
- **Trained** **12** new hires on the inventory system within their first month.
- **Resolved** **40+** customer complaints weekly and cut average response time from **2 days** to **6 hours** by introducing a shared ticket queue for customer escalation.

WHAT CHANGED

Action verb first	Each bullet opens with what you did, not what you were responsible for.
Real numbers only	We asked how many, how long and how much. Nothing was guessed or inflated.
Keywords for the target	Terms like onboarding process and vendor management match Operations Manager postings.
Clean delivery	The finished resume is sent as an editable Word document and a PDF.

Illustrative example. Alex Rivera is a fictional person; every number in a real rewrite comes from the client.