

A PRACTICAL FIELD GUIDE

Recruiter Resume Fix Kit.

**You have done the work.
Make it easier to see.**

A practical workbook to clarify your fit, separate the gaps, and strengthen your resume using the experience you actually have.

ONE ROLE. ONE RESUME. A CLEARER NEXT STEP.

START HERE

A resume revision needs a direction.

When applications go unanswered, it is hard to know what to change. Start with one role and the evidence you can actually inspect.

Bring three things

One job description, your current resume, and notes about work you personally did. Use a copy of your resume so you can compare versions.

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|-----------|--|-------|
| 01 | Make the first pass | 03 |
| | Check whether your target role and contribution are easy to place. | |
| 02 | See what clearer looks like | 04-06 |
| | Use the annotated examples to spot missing context. | |
| 03 | Separate the gaps | 07 |
| | Decide what needs wording, evidence, or more experience. | |
| 04 | Rewrite with a source | 08-09 |
| | Use the prompts and worksheet to improve one bullet. | |
| 05 | Review before you apply | 10-11 |
| | Check accuracy, readability, and your next action. | |

Work through this in one sitting or one section at a time. Type into the shaded fields or print the worksheets. Download and open in a PDF reader if your browser does not support forms; save your completed copy.

01 / FIRST-PASS CHECKLIST

Can someone place you quickly?

Read the top of your resume, then your most relevant role. Check an item only when the resume itself supplies the answer.

- ☐ **Target function is clear.**
Your headline or opening makes the kind of work you do easy to identify.
- ☐ **The level has supporting evidence.**
Scope, decisions, complexity, or responsibility support the role you want.
- ☐ **Relevant experience is easy to find.**
The reader can connect your recent or relevant work to the target role.
- ☐ **Your contribution is specific.**
At least one bullet explains what you personally changed, built, or handled.
- ☐ **Impact has context.**
Results, scale, users, quality, or operational purpose explain why the work mattered.
- ☐ **The essentials are easy to scan.**
Titles, employers, dates, contact details, and section headings are clear.

The first thing I need to make clearer:

02 / ANNOTATED EXAMPLE

A stronger opening gives context.

A software engineer is targeting a backend role. The goal is to make relevant experience visible before asking the reader to interpret the details.

Before

Results-driven technology professional with a passion for innovation and a proven track record of delivering impactful solutions.

SOURCE FACTS SUPPLIED BY THE CANDIDATE

Software engineer with five years of experience. Works on payment services in Python and PostgreSQL. Implements retry handling and supports production issue investigation.

AFTER

Software engineer with five years of experience building and maintaining payment services in Python and PostgreSQL, including retry handling and production issue investigation.

Role and level The function and years are stated, without upgrading the job title.

Relevant context The systems and tools connect the opening to backend work.

Grounded evidence Each claim comes from the supplied facts. No invented impact.

Use a summary when it helps clarify your direction or background. A generic summary is not required. Examples in this kit are instructional composites, not candidate outcomes.

02 / ANNOTATED EXAMPLE

The work is relevant. The bullet is vague.

A job asks for reliable backend services and technical delivery. The original bullet does not make this candidate's contribution clear.

Before

Worked on payment systems and improved performance.

ADDITIONAL FACTS THE CANDIDATE CAN SUPPORT

Implemented retry handling in a payment service. Investigated failed transactions with support. Maintained the service after release. No measured performance improvement or team leadership was supplied.

AFTER

Implemented retry handling in a payment service, investigated failed transactions with support, and maintained the service after release.

What changed

A specific action replaces "worked on." The system supplies context. Maintenance after release makes ongoing responsibility visible.

What stayed out: an unsupported performance gain, invented percentages, and claims of leading the team. If you have a verified outcome, add it with its context. If you do not, explain the work precisely.

02 / ANNOTATED EXAMPLE

Show your part in shared work.

A product-management application needs evidence of decisions and collaboration. Naming a successful launch alone does not explain the candidate's role.

Before

Led a cross-functional launch that increased adoption.

WHAT THE CANDIDATE ACTUALLY DID

Interviewed eight customer-support specialists about setup problems. Prioritized three onboarding fixes with engineering. Wrote acceptance criteria and checked support tickets after release. No adoption result or overall launch ownership was supplied.

AFTER

Prioritized three onboarding fixes with engineering using interviews with eight customer-support specialists; wrote acceptance criteria and reviewed related support tickets after release.

Why this is more useful

The numbers describe documented scope, not invented success. The verbs explain specific contributions without claiming ownership of the entire launch.

Use "led" when you can explain what you owned, decided, and were accountable for. A strong contribution does not need an inflated title or verb.

03 / GAP WORKSHEET

Missing wording or missing experience?

Copy one important requirement from the job description. Classify the evidence before you decide to rewrite.

A / Supported: Your resume already shows a relevant example.

B / Not explained: You have done it, but the resume does not show it.

C / Not established: You have not done it, or cannot support the claim.

Exact job requirement:

My supporting experience: project, action, scope, result, or source:

My category (A, B, or C), and why:

Next step: keep, clarify, verify, or reconsider the role:

04 / WRITING PROMPTS

Start with the facts, then the sentence.

Use these questions to recover the detail that generic bullets leave out. You do not need every ingredient in every bullet.

What was the work?

Name the service, customer problem, process, project, or deliverable.

What did you personally do?

Distinguish your actions from the team's overall work. What did you decide or produce?

What made it meaningful?

Describe scope, constraints, users, complexity, or a verifiable result.

What can you substantiate?

Check records or notes. Leave out uncertain figures and confidential details.

A USEFUL STARTING SHAPE

Action + what you worked on + relevant scope or outcome you can support.

Optional prompt for a writing assistant

"Rewrite this bullet for clarity using only the facts I provide. Do not invent results, metrics, skills, or ownership. If a detail is missing, ask a question instead of filling it in. Give me one concise version and list the facts used."

Remove private or confidential information before sharing source material with any external tool.

04 / REWRITE WORKSHEET

Make one bullet earn its space.

Pick a bullet that matters to your target role. Improve it with the evidence you have, then read it aloud.

Original bullet:

Facts I can support: my action, context, scope, and any result:

Revised bullet:

Which source fact supports each claim in my revision?



I could explain this in an interview.

The wording reflects my contribution and does not add unsupported claims.

If a figure is uncertain, verify it or remove it. If the bullet needs too many clauses, split distinct contributions or keep the one most relevant to the role.

05 / FINAL REVIEW

Before you send the application.

A clearer resume is ready when it is accurate, relevant, and easy to read. Check the file you will actually submit.

- ☐ **Every claim is defensible.**
Titles, dates, tools, results, and responsibilities match your actual experience.
- ☐ **The target role has clear evidence.**
Important requirements connect to specific examples, not just a skills list.
- ☐ **Ownership is accurate.**
Your wording separates leading, contributing, supporting, and collaborating.
- ☐ **Keywords have a truthful place.**
Use the role's terminology where it accurately describes your work. Avoid repetition for its own sake.
- ☐ **The reading order is straightforward.**
Use clear headings and consistent dates. Check the exported file for clipped or missing text.
- ☐ **The requested format is followed.**
Submit the file type requested by the employer. Check that key text can be selected and copied in the expected order.
- ☐ **Contact details and links work.**
Confirm your email, phone number, and relevant portfolio or profile links.
- ☐ **The final file is the right version.**
Use a clear filename and reopen the attachment before you submit.

Being able to copy text is a basic file check, not proof of compatibility with every system. A checklist or score cannot predict an employer's decision.

YOUR NEXT STEP

Leave with a decision, not more edits.

Choose the change that makes the biggest difference to this application. You can repeat these worksheets for another role.

The most important change I made:

The gap or uncertainty that still remains:

My next action and when I will do it:

If the evidence is missing

A rewrite cannot create experience. Decide how central the requirement is, whether adjacent experience is relevant, and whether this role deserves more of your time.

Keep going with HireKey

Use the free resume checker for a first-pass review, or explore HireKey for role-fit analysis, resume tailoring, and interview preparation informed by real recruiting experience.

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