

Resume Bullet Builder: The PAR Worksheet

Turn vague duties into measurable achievements using Problem, Action, Result.

HOW TO USE THIS

1. Pick 5–8 duty-style lines from your current resume (anything starting with “Responsible for…”).
2. For each one, fill a worksheet row: what was broken or at risk (Problem), what you personally did (Action), and the number that changed (Result).
3. Combine the row into a single bullet using the formula below, then replace the duty on your resume.
4. Repeat every quarter — fresh results keep your resume and your Introby portfolio current.

How it works

- **Problem:** the challenge, risk or gap you faced.
- **Action:** what you specifically did — strong verbs, your decisions.
- **Result:** the measurable outcome — %, \$, time saved, scale.
- **Formula:** Strong verb + what you did + how + measurable result.

Example

- Before: “Responsible for onboarding new clients.”
- After: “Rebuilt client onboarding into a 5-step checklist, cutting time-to-first-value from 21 to 9 days across 40+ accounts.”

Your worksheet

Problem	Action	Result	Final bullet

Power verbs

- Led, Launched, Reduced, Accelerated, Negotiated, Streamlined, Rebuilt, Scaled, Secured, Automated, Mentored, Delivered.