

EFFECTIVE BULLET POINT WRITING

Resume bullets should describe your skills and accomplishments, reflecting the order of priority that the employer has stated in their position description and requirements. Write bullet points for jobs, internships, volunteer experiences, and activities where you've developed skills. Consider how these bullet points highlight skills and experiences that match the position requirements. Action-oriented statements highlighting your accomplishments should use concrete language and could include:

WHAT: What did you do? Focus on transferable skills and utilize action verbs

WHY: Why did you do it? What was the purpose?

HOW: Specifically, how did you perform the task? What equipment, tools, software, or methods did you use to accomplish these tasks?

RESULTS: What was the positive result you achieved or the impact you made by performing this task (quantitative or qualitative)?

ADJECTIVES: Spice it up with descriptors; sell yourself

Example:

WHAT: Created a brochure.

WHAT & HOW: Created a brochure using InDesign.

WHT & WHY: Created a brochure to generate customer interest in the company's new line of fall clothing.

WHAT, WHY & RESULTS: Created a brochure to generate customer interest in the company's new line of fall clothing, resulting in high praise from the Director of Marketing.

ADJECTIVES: Created a colorful and eye-catching marketing brochure using InDesign to generate customer interest in the company's new line of fall clothing, resulting in high praise from Director of Marketing

Basic Formulas:

Action Verb + How or Why + results

or

Action Verb + How + Why

Your Turn:

_____	+	_____	+	_____
_____		_____		_____
_____	+	_____	+	_____
_____		_____		_____
_____	+	_____	+	_____
_____		_____		_____