

BULLET POINTS

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At A Glance

- Recruiters spend about 7-10 seconds looking at your resume—make them count!
- Highlight relevant skills using action-driven statements about your qualifications.
- Tell them **why** you should be hired.

What Makes a Strong Bullet

1. Action Verb

- Start each bullet with a strong verb
- Engage an “active voice,” and be consistent with verb tense (use present tense for a position you hold currently and past tense for all others)
- Utilize a variety of action verbs that describe a key characteristic or soft skill that you want to showcase

2. Three-Part Bullet Points

- A powerful bullet point has three parts: the verb, the skill or accomplishment, and the how, why, or result of your efforts
- Instead of just writing what you did, tell the employer why it mattered
- Bullets are not a duty roster; select your top accomplishments to feature rather than listing responsibilities
- Watch the job posting for key skills and select work experiences that demonstrate your use of those skills

3. Numbers

- Numbers stand out; the eye is naturally drawn to numbers
 - Use phrases like “25+” rather than “over 25”
- Do your best to quantify any part of your experiences: include monetary amounts, number of contributing individuals, how many people you supervised, number of sales, percent increases, etc.

The Formula

- Follow the following formula for writing simple, strong bullet points (steps 2 and 3 are interchangeable):

1. Action Verb
2. Skill or Accomplishment
3. How did you do it? Why did you do it? What was the result or impact of what you did?

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Weak Example

- Grading papers, assisting in test preparation
- Talked to new people every day about the church
- Worked with others to complete various projects
- Picked up phone calls, organized personalized schedules

Strong Example

- Evaluated math assignments for 25+ students to monitor student development and learning
- Developed discipline and communication skills through daily study and interactions with strangers
- Coordinated efforts with 6 team members to maintain 3 buildings and grounds through all seasons
- Maintained an organized establishment by keeping a clean workplace and ensuring a strict schedule for the office and its needs

Helpful Hints

- Organize bullet points in order of importance, most important first!
- The more significant the job, the more bullet points it should have
- Normally 2-3 bullets are sufficient for each experience
- Proofread and re-proofread! Ask 2 other people to review it
- Do not end bullets with periods. Bullets are not necessarily complete sentences!
- Do not use personal pronouns (I, my, me, mine, your, their, etc.)