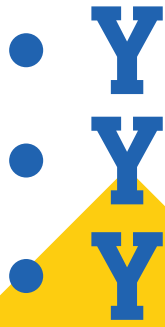


WRITING BULLET POINTS



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.
- Use bullet points to make the best of those precious seconds of an employer's attention to tell them **why** you should be hired.

THREE PARTS OF A STRONG BULLET

Action Verbs

- Engage an "active voice," and be consistent with verb tense (ex. develop vs. developed)
- Do not use "I" statements
- Utilize a variety of action verbs that describe a key characteristic or soft skill that you want to showcase.

Three-Part Bullet Points

- A powerful bullet point has three parts: the **verb**, the **skill or accomplishment** and answers either the how, why, or result of your efforts
- Instead of just writing what you did, tell them employer why it mattered.
- Show them, don't just tell them

Numbers

- Numbers stand out; the eye is naturally drawn to numbers.
 - You can 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?

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 2-5 bullets are sufficient for each experience
- Proofread and re-proofread!
- Do not end bullets with periods. Bullets are not complete sentences!
- Do not use personal pronouns (I, my, me, mine, your, their, etc.)