

CONSTRUCTING BULLET POINTS

Under each position you have on your resume, list bulleted accomplishment statements. These statements should explain what you did in the position, how you did it, and the result of your actions. The skills you have gained from your experiences should be represented through your accomplishment statements.

BULLET POINT “FORMULA”

Action verb/skill + task/example + method/purpose/result (pick one)

- ✓ **Action Verb/Skill + Task/Example:** Each bullet point should begin with an action verb, telling what you did. Answer the “what”.
Example: Tutored an eighth-grade student in pre-algebra
- ✓ **Method:** Elaborate on your task and discuss the method used. Answer the “how”.
Example: Tutored an eighth-grade student in pre-algebra, using teacher’s curriculum
- ✓ **Purpose or Result:** State what you set to achieve or what you achieved from your example; what was the purpose of what you did? If you add the words “resulting in” to the end of a bullet point and you have more to say, the bullet point is incomplete.
Example: Tutored an eighth-grade student in pre-algebra, using teacher’s curriculum to raise her grade from C to B+ over the course of a year

Ask yourself “How did this experience help me develop or strengthen my skills?” and “How does this position relate to the position I am applying to?” Make sure an employer immediately understands your skill set and accomplishments based on how you describe your experience.

EXTRA TIPS:

Start with a Strong Action Verb

- Avoid the dull “responsible for” and lead with a powerful verb.
- Ex. “Responsible for executing a marketing plan.”
→ “Executed a marketing plan.”

Use numbers!

- How much? How many? How often?
- Add in numbers where it makes sense.
- Ex. “sold products” → “increased sales by 30%”

Listing Soft Skills

- Highlighted within context of your bullets; back up skills with evidence and examples
- Exhibiting those skills > “good communication skills” > Prove it!

Examples:

Excellent Oral Communication Skills	→	Presented to 50 faculty and students on the topic of recycling in Philadelphia
Ability to work on a team	→	Collaborated with club members to organize and plan fundraising events
Strong interpersonal skills	→	Supported crime victims by helping them understand their rights

