



Tips for developing effective bullet points

Deciding on the style and formatting for a resume are important factors that need to be navigated. However, writing bullet points is often the most challenging aspect of writing an effective resume. Why? Bullet points are the heart of your resume. They provide both the content and context of your resume. Well thought out and defined bullet points will help to distinguish you from the competition. Therefore, your bullet points need to be more than a list of past duties and convey what skills you gained, experience, etc.

To write stronger more effective bullet points:

- Begin each bullet point with an action verb (see additional handout)
- What you did (task, duty or responsibility)
- How or why you did it, when or how often you did something, what was the result or outcome of your action

Action Verb + Task/Skill + Result = Final Bullet Point

Example 1- Tutored 10 students in chemistry and biology on a weekly basis while consistently assessing the student's needs

Example 2- Displayed effective communication skills when assisting customers buying merchandise resulting in satisfied customers and greater sales

Example 3- Coached students on proper resume writing techniques leading to greater awareness of resume features and content

Example 4- Coordinated a recognition event for 50 students who completed a certificate program by communicating with faculty members

Other important things to remember:

Match your bullet points with position you are applying for. Utilize keywords from job description.

Strive for 3-5 bullet points or one for each of the minimum job requirements.

Use metrics or quantify where applicable (ie hosted recruitment events to increase membership by 15%)

Action verbs should align with your field of area of study-

Mathematics- Analyze/Research

Business/Marketing- Propose, Manage, Present

Engineering- Design, Conceptualize

for Life.