

Resume Writing

Building Bullet Points

- Writing your content in a bullet-point format makes it much easier to read for whoever will be reviewing your resume.
- This portion of the resume will provide insight into your responsibilities, skills, and experience in your previous work, so it's one of the most important parts of your resume.

Basic Bullet-Point Format:

SKILLS + WHAT YOU DID + RESULTS

(action verb) (description) (how or why)

Examples:

Good: Checked out customers.

Better: Assisted customers with checking out at the register.

Best: Assisted customers in a timely and friendly manner while handling financial transactions.

Good: Volunteered at daycare.

Better: Volunteered at a local daycare watching young children.

Best: Supervised and provided care to children 3 to 5 years of age on a voluntary basis at a local child development center.

Good: Cleaned the store.

Better: Maintained a clean store.

Best: Maintained a clean and organized working environment to ensure the health and safety of both associates and customers.

...Do you notice the more in-depth responsibilities and tasks are described and the more detail added, the better and more professional the bullet-points sound?...

If you get stuck, you can remember a few things to help guide you:

WHO: Who benefited from your work? Customers, company/management, community?

WHAT: What were the results? Try to quantify as best as you can.

WHEN: How often? Daily? Weekly? Monthly? Try to give specific timeframes.

WHERE: In your organization? Which department? In the community?

WHY & HOW: Why and how did you do this? Why is it important that you accomplished it?