

# BUILDING A BETTER BULLETPPOINT



- ♦ Bulleted style is reviewer friendly and preferred resume format.
- ♦ It is the most **CHALLENGING** and **IMPORTANT** portion of the resume.
- ♦ The following will provide insight to showcase your talents, skills and experience and be the **'standout'** applicant.

## 5 W's and H Rule

**WHO:** Benefited from your help/work?

- ♦ Company/organization? Clients? Customers? Community? Peers? Subordinates? Management?

**WHAT:** Results?

- ♦ What happened? Use metrics to quantify results

**WHEN:** Timeframe? How often?

- ♦ Daily? Weekly? Monthly? Quarterly?

**WHERE:**

- ♦ Inside or outside the organization? Department level? Community-wide?

**WHY & HOW:** Why did you do this?

- ♦ How did you accomplish it? Why is it important?

## Basic Bullet-Point Formula

**SKILLS** + **WHAT YOU DID** + **RESULTS** =  
(action verb) (description) (how/why)  
**VALUE YOU OFFER**  
(to employer/organization)

### Examples:

- GOOD:** Made a documentary  
**BETTER:** Filmed a 10 minute documentary using a 3000x camera  
**BEST:** Filmed a 10 minute documentary on Aids Awareness for a class presentation, earning top academic honors
- GOOD:** Tutored students  
**BETTER:** Tutored undergraduate students in math  
**BEST:** Tutored undergraduate students as part of 'Math Made Easy' grant funded program to provide peer-to-peer support in math related courses including College Algebra, Pre-Calculus and Trigonometry
- GOOD:** Big Brothers/Big Sisters volunteer  
**BETTER:** Mentored youth as a positive role model  
**BEST:** Mentored pre-teen/teen youth on one-to-one basis, modeling positive social behaviors and offering academic, social and emotional support

- ♦ **Action verbs** are the heart of a resume. Lists of action verbs are useful – but samples how they can be used are found at:  
<https://www.livecareer.com/quintessential/action-verb-samples>

Katharine Hansen, Ph.D.