

BUILDING A BETTER BULLET POINT

OFFICE OF CAREER SERVICES

When crafting your resume, bulleted style is reviewer friendly and a preferred format for presenting your skills and experience. It can be the most CHALLENGING yet most IMPORTANT portion of the resume. The following will provide insight on how to showcase your talents, skills and experience and be the 'standout' applicant.

5 W'S AND H RULE

WHO: Who benefited from your help/work?

- Company/organization? Clients? Customers? Community? Peer? 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

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

Examples:

GOOD: Made a documentary.

BETTER: Filmed a 10-minute documentary using a 3000x camera.

BEST: Produced and edited a 10-minute AIDS awareness documentary for a class presentation, earning top academic honors for research quality and storytelling.

GOOD: Tutored students.

BETTER: Tutored undergraduate students in math.

BEST: Tutored undergraduate students as part of 'Math Made Easy' grant 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 VERB EXAMPLES

<https://www.livecareer.com/resources/resumes/how-to/write/action-verbs-powerful-list>

FIVE TRANSFERABLE SKILLS YOU NEED TO SUCCEED

<https://www.collegerecruiter.com/blog/2019/09/23/253691/>

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