

Resume Guide: Bullet Points



Format



Start your bullet points or statements with strong action verbs.



Provide contextual details to inform the reader about your work's purpose, the project's scope, and be specific about what you accomplished.



Quantify your work when possible.



Provide a reason or result to show impact. Focus on how you taking action benefited the project or team.

What

- What did you do? What was the situation, problem, or challenge you were facing?
- What were your responsibilities or goals?

How

- How exactly did you do it? How did you accomplish your tasks? Did you use any tools, equipment, or computer programs?
- Did you work as part of a team or independently?

Why?

- Why are these actions important? How did they benefit the organization? what was the result or outcome of your actions?
- Can you quantify the results? (*Note: Not every bullet point needs to be results-oriented*)

EXAMPLE

Before: *Wrote articles for newspaper.*

After : *Conducted research and wrote approximately three articles monthly for Haverford College's independent news publication, focusing on campus news and upcoming events.*