

Writing Strong Bullet Points

Writing resume bullets can be the most challenging part of building your resume. It's crucial that you effectively describe your experience and skills. Your bullet points should be more than just a list of the tasks and responsibilities you managed in a particular role. You'll need to communicate the skills that you have developed and the skills that distinguish you from someone else who has been in the same role or had similar experiences. You'll also want to demonstrate the impact or results of the tasks and the responsibilities you had.

Think of your bullet points as accomplishment statements. Ask yourself:

- What did you accomplish? Why and how did you complete this task?
- What was your unique impact or contribution within this role?
- What sets you apart from others who might have done something similar?

THE FORMULA

To help you get started, use the following basic formula to craft your resume bullets:

Action
Verb

+

What
You
Did

+

How
You
Did it

+

Details
Context
Results

Every bullet should begin with a strong action verb. Use the [action verb list](#) to jumpstart your ideas.

This is a brief statement of the task, duty or responsibility. Take any opportunity to quantify what you did. Keep in mind, that this is now the central focus of your bullet point.

Go beyond telling the reader just what you did, but tell them why and how. This is where you start to demonstrate your skills, abilities, and knowledge.

Fill in the details and context that's necessary for the reader to understand the whole picture. If there are results or an impact that you can share, be sure to include that.

EXAMPLES (before & after)

Responsible for data entry →

Accurately entered data into SIS using strong attention to detail in order to update alumni contact information after yearly alumnae survey

Provide after school tutoring support →

Tutored approximately 10 students in chemistry and biology on a weekly basis while constantly assessing each students' needs in order to structure and scaffold instruction appropriately