

RESUME WRITING – Writing results-oriented bullet points

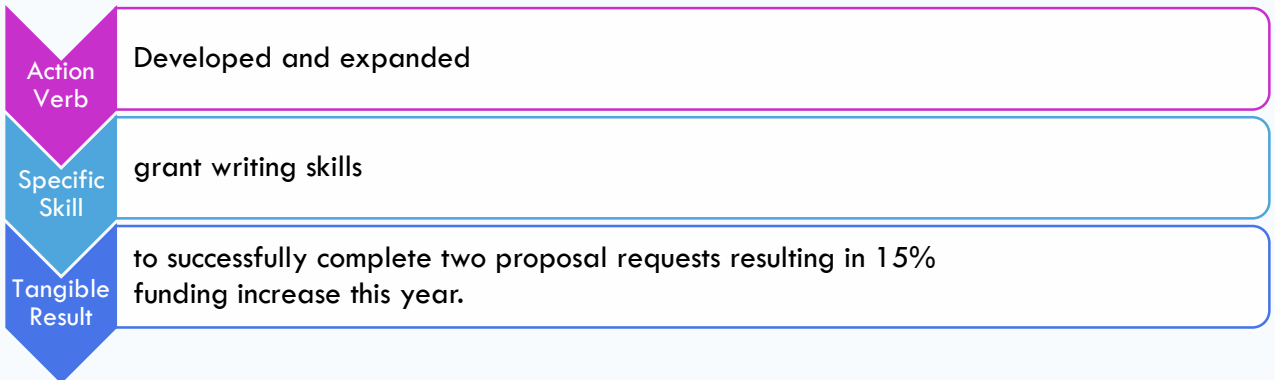
Writing a dynamic resume focuses on giving details on your experiences, proven area of expertise, knowledge, skills, abilities, and other characteristics that show the employer that you are the solution to their “*problem*”. Employers are looking for indicators from your past experience and performance to predict your successful performance for their company! Using the list of action verbs below, articulate your experience by highlighting your skills and the end result of your work.

ACTION VERB + SKILLS = TANGIBLE RESULTS

How to improve documenting your experience:

- Be detailed and give specific examples
- Prepare short descriptions of situations that demonstrate positive behaviors or actions
- When possible, make sure that each bullet point under your experience descriptions has a beginning (ACTION VERB), middle (SKILL) and end (TANGIBLE RESULT).

EXAMPLE:



YOUR TURN

Using one of your existing bullet points on your resume, rewrite it with this approach:

