

Writing Relevant Bullet Points

An easy way to describe the duties of a particular job is through practice. In the Office of Career Services, we often recognize that students have a difficult time explaining their skills and role in a particular job. There is a way to list transferable skills even when it seems there is no way. Use the tips below to identify how you can list skills in an effective way.

1. Think about a past job and what you did on a typical day
2. Use the action verb list to brainstorm the skills utilized and how they fit with your job duties
3. There may be several words that fit your description.
4. Choose two to four action verbs to build from
5. When writing a detailed job description, use action verbs and consider Who?, What?, When? and How?

Using the steps above, create an accurate and honest description of a past job.

Example:

Commander's Palace, New Orleans, LA

Hostess

June 2017 – August 2019

- **Greeted** incoming and departing guests warmly and genuinely
- **Answered** incoming calls to the restaurant to provide appropriate service
- **Managed** the flow of over 250 Guests weekly, into the dining and bar areas without incident
