**HOW TO DEVELOP BULLETED PHRASES FOR YOUR RESUME**

**Developing Resume Bullets While Utilizing Strong Action Verbs**:

* **Action Statements**: often begin with a bullet, a strong action verb, and indicate an action you did as a result of an issue, situation, or task you encountered at your job or internship. As when answering interview questions, try utilizing the CAR Technique to develop your action statements.
* **Should consist of (Utilizing CAR Technique)**:
  + **Context (C):** An identified situation you encountered, task you were completing, or responsibility you were assigned as part of your job description
  + **Action (A):** Describe the action you took to solve the situation
  + **Result (R):** Describe the results of your action (Ex: A Skill demonstrated and or an outcome of the action taken)
* **A good action statement should contain**:
  + An action verb describing what you did rather than simply your duties/responsibilities.
  + Detailed statement of your activities (how much money did you raise? How many people did you served? Were you required to meet deadlines? What kind of research were you involved with? What were outcomes you contributed to? How did the outcomes improve your company/organization?)
  + Use quantitative data to highlight your accomplishments
    - Ex: Outcomes given in measurements such as, numbers/percent’s, amount of money, and or value added for customers via your contribution.
  + While writing your action statements, identify what you contributed to the work environment rather than just restating your job description
  + Tailor action statements to the job and organization/company you will be applying to

**Examples**:

* Efficiently served 50 customers per hour, as a lead team member in fast-paced restaurant
* Edited 10 news articles per week while diligently meeting deadlines for The Paisano, a student run newspaper for the University of Texas at San Antonio community
* Supervised the well-being of 10 students aged 11-14 at an academic summer camp for musically gifted middle school students
* Maintained outpatient clinic protocol to ensure confidentiality of over 150 client files