

# USE AI TO BUILD YOUR RESUME BULLET POINTS

## Why use AI to Write Resume bullets?

Once you know the role you're targeting, AI can translate your experience into language employers recognize. This helps you to:

- Lead with strong, role-specific action verbs
- Surface and highlight your most relevant skills
- Quantify and communicate your impact
- Align your experience with the job description



AI works best as a brainstorming partner, not as a ghostwriter. Use it to organize your thoughts, lead with relevant skills, and sharpen rough ideas into strong resume content that accurately reflects your real experience.

## Step 1: Use the WHO Method (What/How/Outcome)

Strong bullets show **what** you did, **how** you did it, and the **outcome**. Start with a prompt like:

***“I’m applying for a [job title]. Ask me questions about my real experience, then help me write a resume bullet point using the WHO method. Start with a strong action verb and align the wording to this job description. Do not invent anything or add numbers I can’t verify.”***

## Step 2: Brain Dump Your Experience

You don’t need to sound polished to get started. Just describe what you actually did:

***“I worked at the front desk in my residence hall. I answered questions, helped with lockouts, handled concerns from residents, and stayed calm when students were frustrated.”***



More information on the Career Services Network website



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## Step 3: Review the AI Draft

**AI Output:** *“Resolved resident concerns and lockout issues using calm communication and problem-solving skills to support a positive front desk experience.”*

Before adding anything to your resume, ask: Is this true? Did AI exaggerate or invent anything? Does it sound like me? Can I speak to this in an interview? Revise and re-prompt until the output accurately reflects your experience.

## Step 4: Make It Yours

Don't copy-paste the AI output. Instead, read it, revise it, and put it in your own voice:

**Your Version:** *“Responded to resident concerns and lockout situations with professionalism and clear communication to help create a supportive front desk environment.”*



## Key Reminders

- Aim for 3 bullets per experience, each no longer than 2 lines
- Focus on skills and impact, not just tasks
- Write in your own voice

AI is a brainstorming tool, but your resume needs to ultimately reflect your experience, judgement, and unique voice.



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