

Resume Writing Bullet Points

When writing bullet points, it is essential to go beyond just your “duties” at a job. To further develop your statements to emphasize skills, you must clarify. Provide detail and clarify using the “5 W’s and an H” rule you learned in grade school.

WHO – Who did your job help? The company? Clients? Customers?

WHAT – What happened with the results of the job? If you did research, was that information published? If you had to do a report what was done with that information?

WHEN – When did this happen? Daily? Weekly, Monthly? Talking about how often you did something is an easy way to show productivity in your job.

WHERE – Where did your duties occur? Did you have to travel for a job? Were you responsible for interacting with people outside of your organization?

WHY & HOW– Why did you do this? How did your job duties help or add to the organization’s ability to function?

Below is a basic formula for creating detailed bullet points. Use this formula as a starting point when writing your bullet points.

SKILL + **what you DID** + **RESULTS/PURPOSE**
(power verb) + (job responsibility) + (how/why)

Example 1: Made a documentary

Example 2A: Filmed a 10-minute documentary using the x3000 camera (ex. explaining “how”)

Example 2B: Filmed a 10-minute documentary on AIDS awareness for a class presentation (ex. explaining “why”)