

HOW TO WRITE BULLET POINT STATEMENTS

Bullet point statements begin with an action verb and show relevant skills, accomplishments, and knowledge that you use in various experiences (work, research, teaching, leadership, etc.) A common format for creating bullet point statements follows a What, How, Why pattern.

To write effective bullet point statements, you will ask yourself, "What did I do?", "How did I do it?" and "Why did I do it?" Your bullet point statements will evolve as you answer each question.

WHAT

Think about the roles you have held from your different experiences and *what* you did. Make a list, using action verbs, of tasks you completed and responsibilities you had in those positions.

EXAMPLES

- *Planned* a large event.
- *Analyzed* data.

HOW

Review your list of tasks or responsibilities and ask yourself *how* you completed them. Think about which aspects of what you did you wish to emphasize.

EXAMPLES

- Planned a large event *by communicating with on-site liaison*.
- Analyzed data *in Excel*.

WHY

This component adds context to the tasks so that the reader has an idea of *why* what you did was effective, important or valued. Remember, you may want to revise your bullet point based on what you wish to feature.

EXAMPLES

- Planned a large event *for over 100 students completing a certificate program, communicating with on-site liaison and increasing attendance by 25%*.
- Analyzed demographic data *in Excel to provide a comprehensive written report to the management*.

BEING STRATEGIC...

When you are applying for a specific opportunity, you will want to review the position and where possible match the action verbs in the description. Example: If a job posting uses the word "Developed" but your bullet point statement(s) use "Created" you would want to replace "Created" with the word "Developed."

[The Graduate Student Résumé and Cover Letter Guide](#) provides more examples of bullet point statements (see p.10).

[Schedule an appointment](#) to have your résumé or CV reviewed.

Center for Career Development
University of Connecticut