

A resume bullet point is a snapshot of a skill or accomplishment in action.



Resume bullet points should give the employer a quick image of a skill/accomplishment in action that's relevant to them. A bullet point should be descriptive and allow the reader to paint a clear picture of you using that skill or achieving that accomplishment.

How to Write a Bullet Point?

VERB + SKILL/ACCOMPLISHMENT + CONTEXT

- 1) Think of a relevant skill/accomplishment.
- 2) Add a verb in front of it.
- 3) Add context or detail to make the snapshot come to life!
 - Context can include the how/why or result/benefit.

Examples of Strong Resume Bullet Points:

- Established recycling program on-campus, which increased environmental awareness and decreased amount of trash by 10%
- Increased student attendance by 15% through creative marketing strategy using social media campaigns, student ambassador street teams, and offering attendance incentives
- Assisted in daily maintenance and care of animal patients to include feeding, walking, cage cleaning and bathing
- Mentored 30 first-generation students and provided assistance on campus support services, academics, and acclimation to college

Time to Develop Your Bullet Points

_____, _____ CITY/STATE _____ START DATE – END DATE (MONTH & YEAR)

COMPANY NAME

CITY/STATE

START DATE – END DATE (MONTH & YEAR)

JOB TITLE

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