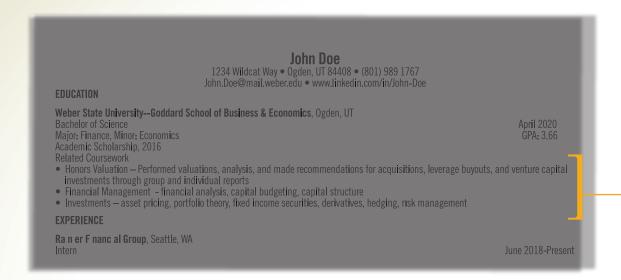
RESUME BULLET POINTS GUIDE:



WRITING TIPS AND TRICKS:

Start each bullet point with an action verb. (See pg. 3 of this guide for example verbs) Write points that are short, clear, and action packed to describe your experience.

DO

- Write current position experience in present tense and use past tense for former positions.
- Highlight the skills you learned from those jobs and show how you exceeded expectations in those positions.
- Quantify your experience wherever possible.

DON'T

- Write complete sentences. These points should highlight your experiences, not tell a detailed story.
- Use ANY personal pronouns (I, me, we, my), excessive articles (a, an, the), or excessive helping verbs (had, have, may, might, am, is are, were, was).
- Be ashamed of experience gained from jobs such as retail, waiting tables, or lifeguarding.

RESUME BULLET POINTS:

Your resume should answer BOTH of these questions

1. WHAT DID YOU DO?

This is the part that most resumes already contain. It is a simple statement of what your job was, but lacks depth and details on its own.

2. HOW WELL DID YOU DO?

Answering this question in your resume bullet points will give employers a better idea of your abilities, and it will make your resume stand out.

HOW TO QUANTIFY YOUR RESPONSES:

- Use numbers, such as dollar amounts or percentages to add credibility and create a results-oriented bullet point.
- Specify how many people were in the team you managed, the amount of money you saved, earned, or managed for the company, the amount of time you saved with process improvements.
- Numbers are eye-catching to the recruiter reading your resume. Be sure that you can back up your quantified claims in an interview! If an employer notices a number that interests them, they will likely ask you about it.
- Write all numbers as numerals, this will catch the eye of a person skimming through resumes. For example: 5 stands out on a page full of words more than five does.
- Write large monetary amounts as follows: \$1K, \$1M, \$1B (don't use a bunch of zeros)



RESUME BULLET POINTS GUIDE: EXAMPLES

UNACCEPTABLE	The ideal way to write a bullet point is to answer BOTH: 1. "What you did on a job?" and 2. "How well did you do it?"				
It is unacceptable to write a bullet point that only answers: "What did you do on the job?"					
Duties included daily selling of office equipment and interacting with customers.	Sold 1,000 units of office equipment to customers, exceeding monthly quota by 50%				
Delivered food to tables	Managed up to 6 tables of clients while fulfilling duties as part of a dynamic service team, including helping deliver food, refilling drinks, and maintaining service stations				
Analyzed several complicated financial statements and reported to manager	Calculated financial ratios and metrics such as WACC, NPV, and IRR through analysis of balance sheets, income statements, and cash flow statements				
Responsible for supervising undergraduate researchers	Supervised 7-12 undergraduate research students each year who have all since gone on to graduate school in astrophysics, physics, or mathematics				
Completed first editing pass on articles	Reviewed and evaluated 45-50 topical articles per week and made the decision to either pass articles to the editorial team or send articles back to authors for further revisions				
Streamlined inspection process by upgrading sensing and marking devices	Managed project to upgrade defect sensing and marking devices, resulting in the elimination of human inspection on line, saving \$200K-\$350K per year				
Developed programs to improve efficiency	Increased work efficiency by 35% over the previous year				
Managed a student organization	Managed a student organization with responsibility for 2,400 students and a budget of \$7,000+				
Reached out to possible donors	Contacted 65 possible donors through email, phone calls and personal visits which brought in \$25,000 in donations to date, +15% above prior year				



RESUME BULLET POINTS GUIDE: ACTION VERBS

You Led a project Chaired Produced	: Controlled Programmed	Coordinated	Executed	Headed	Operated	Organized	Orchestrated	Oversaw	Planned
You Envisioned an Administered Formalized	nd Brought a Projec Built Formed	t to Life: Charted Formulated	Created Initiated	Designed Implemented	Developed Incorporated	Devised Instituted	Founded Introduced	Engineered Launched	Established Pioneered
You Saved the Co Conserved	mpany Time or Mon Consolidated	Decreased	Deducted	Diagnosed	Lessened	Reconciled	Reduced	Yielded	
You Increased Eff Accelerated Furthered	iciency, Sales, Reve Achieved Gained	enue, or Customer S Advanced Generated	atisfaction: Amplified Improved	Boosted Lifted	Capitalized Maximized	Delivered Outpaced	Enhanced Stimulated	Expanded Sustained	Expedited
You Changed or In Centralized Refined Streamlined	mproved Something Clarified Refocused Strengthened	j: Converted Remodeled Updated	Customized Replaced Upgraded	Influenced Reorganized Transformed	Integrated Restructured	Merged Revamped	Modified Revitalized	Overhauled Simplified	Redesigned Standardized
You Managed a Te Aligned Mobilized	eam: Cultivated Motivated	Directed Recruited	Enabled Regulated	Facilitated Shaped	Fostered Supervised	Guided Taught	Hired Trained	Inspired Unified	Mentored United
You Brought in Pa Acquired	n <mark>rtners, Funding, or</mark> Navigated	Resources: Negotiated	Partnered	Secured					
You Supported Cu Advised	istomers: Advocated	Arbitrated	Coached	Consulted	Educated	Fielded	Informed	Resolved	
You Were a Resea Analyzed Identified	Arch Machine: Assembled Interpreted	Assessed Investigated	Audited Mapped	Calculated Measured	Discovered Qualified	Evaluated Quantified	Examined Surveyed	Explored Tested	Forecasted Tracked
You Wrote or Com Authored Defined	nmunicated: Briefed Documented	Campaigned Edited	Co-authored Illustrated	Composed Lobbied	Conveyed Persuaded	Convinced Promoted	Corresponded Publicized	Counseled Reviewed	Critiqued
You Oversaw or R Authorized Scrutinized	egulated: Blocked Verified	Delegated	Dispatched	Enforced	Ensured	Inspected	Itemized	Monitored	Screened
You Achieved Son Attained Surpassed	nething: Awarded Targeted	Completed	Demonstrated	Earned	Exceeded	Reached	Outperformed	Showcased	Succeeded



