

# RESUME BULLET POINTS GUIDE:

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**EDUCATION**  
Weber State University--Goddard School of Business & Economics, Ogden, UT  
Bachelor of Science  
Major: Finance, Minor: Economics  
Academic Scholarship, 2016  
Related Coursework  
• Honors Valuation — Performed valuations, analysis, and made recommendations for acquisitions, leverage buyouts, and venture capital investments through group and individual reports  
• Financial Management - financial analysis, capital budgeting, capital structure  
• Investments — asset pricing, portfolio theory, fixed income securities, derivatives, hedging, risk management

**EXPERIENCE**  
Ran Financial Group, Seattle, WA  
Intern  
June 2018–Present

April 2020  
GPA: 3.66

## 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)

## WRITING TIPS AND TRICKS:

DO	DON'T
<ul style="list-style-type: none"><li>• 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.</li><li>• Write current position experience in present tense and use past tense for former positions.</li><li>• Highlight the skills you learned from those jobs and show how you exceeded expectations in those positions.</li><li>• Quantify your experience wherever possible.</li></ul>	<ul style="list-style-type: none"><li>• Write complete sentences. These points should highlight your experiences, not tell a detailed story.</li><li>• 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).</li><li>• Be ashamed of experience gained from jobs such as retail, waiting tables, or lifeguarding.</li></ul>



**WEBER STATE UNIVERSITY**  
Goddard School of Business & Economics

# RESUME BULLET POINTS GUIDE: EXAMPLES

UNACCEPTABLE	IDEAL
It is unacceptable to write a bullet point that only answers: "What did you do on the job?"	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?"
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	Controlled	Coordinated	Executed	Headed	Operated	Organized	Orchestrated	Oversaw	Planned
Produced	Programmed								

## You Envisioned and Brought a Project to Life:

Administered	Built	Charted	Created	Designed	Developed	Devised	Founded	Engineered	Established
Formalized	Formed	Formulated	Initiated	Implemented	Incorporated	Instituted	Introduced	Launched	Pioneered

## You Saved the Company Time or Money:

Conserved	Consolidated	Decreased	Deducted	Diagnosed	Lessened	Reconciled	Reduced	Yielded
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## You Increased Efficiency, Sales, Revenue, or Customer Satisfaction:

Accelerated	Achieved	Advanced	Amplified	Boosted	Capitalized	Delivered	Enhanced	Expanded	Expedited
Furthered	Gained	Generated	Improved	Lifted	Maximized	Outpaced	Stimulated	Sustained	

## You Changed or Improved Something:

Centralized	Clarified	Converted	Customized	Influenced	Integrated	Merged	Modified	Overhauled	Redesigned
Refined	Refocused	Remodeled	Replaced	Reorganized	Restructured	Revamped	Revitalized	Simplified	Standardized
Streamlined	Strengthened	Updated	Upgraded	Transformed					

## You Managed a Team:

Aligned	Cultivated	Directed	Enabled	Facilitated	Fostered	Guided	Hired	Inspired	Mentored
Mobilized	Motivated	Recruited	Regulated	Shaped	Supervised	Taught	Trained	Unified	United

## You Brought in Partners, Funding, or Resources:

Acquired	Navigated	Negotiated	Partnered	Secured
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## You Supported Customers:

Advised	Advocated	Arbitrated	Coached	Consulted	Educated	Fielded	Informed	Resolved
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## You Were a Research Machine:

Analyzed	Assembled	Assessed	Audited	Calculated	Discovered	Evaluated	Examined	Explored	Forecasted
Identified	Interpreted	Investigated	Mapped	Measured	Qualified	Quantified	Surveyed	Tested	Tracked

## You Wrote or Communicated:

Authored	Briefed	Campaigned	Co-authored	Composed	Conveyed	Convinced	Corresponded	Counseled	Critiqued
Defined	Documented	Edited	Illustrated	Lobbied	Persuaded	Promoted	Publicized	Reviewed	

## You Oversaw or Regulated:

Authorized	Blocked	Delegated	Dispatched	Enforced	Ensured	Inspected	Itemized	Monitored	Screened
Scrutinized	Verified								

## You Achieved Something:

Attained	Awarded	Completed	Demonstrated	Earned	Exceeded	Reached	Outperformed	Showcased	Succeeded
Surpassed	Targeted								

Source: the muse—"185 Powerful Action Verbs That Will Make Your Resume Awesome"



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