

# 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**

**Rainier Financial Group**, Seattle, WA  
 Intern

April 2020  
 GPA: 3.66

June 2018-Present



## 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>



# 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 Produced  
Controlled Programmed  
Coordinated  
Executed  
Headed  
Operated  
Organized  
Orchestrated  
Oversaw  
Planned

## You Envisioned and Brought a Project to Life:

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

## You Saved the Company Time or Money:

Conserved Consolidated  
Decreased Deducted  
Diagnosed Lessened  
Reconciled Reduced  
Yielded

## You Increased Efficiency, Sales, Revenue, or Customer Satisfaction:

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

## You Changed or Improved Something:

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

## You Managed a Team:

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

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

Acquired Navigated  
Negotiated Partnered  
Secured

## You Supported Customers:

Advised  
Advocated  
Arbitrated  
Coached  
Consulted  
Educated  
Fielded  
Informed  
Resolved

## You Were a Research Machine:

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

## You Wrote or Communicated:

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

## You Oversaw or Regulated:

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

## You Achieved Something:

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

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

