

Building Resume Bullet

Points



One of the most important skills you can develop for the creation of resumes is the ability to build effective bullet points. Bullet points are the key to describing your experiences so you need to be able to do them well. There are three main parts of a resume bullet point and they are **what** you did, **how** you did it, and what was the **result**. These three main parts also link your **experience** and **skills** with your **achievements**. This method of bullet point construction works best in your work experience section, but can work in any section.

General Guidelines

Before going over the three parts, there are a few general tips to get you started:

- Be concise.
 - While it is good to give detail, you do not want or need to overfill your bullet points.
- Always be honest.
- Be consistent in style.
 - It looks unprofessional to change styles throughout the resume so try to find something that works and stick with it.
- Use accomplishment based language.
 - Do not just say what you were responsible for since that does not tell enough about what you did.
- Do not use personal pronouns.
 - Pronouns such as I, we, you, etc.
- Use common bullet point styles such as dashes or dots.
- Use the active voice and simple language.

Part 1: What You Did

This part of the bullet point is where you write out an action or responsibility that you want to highlight. This composes your **experience**. Try to incorporate different action words and words from the job description to show the connection between what you did and what the company wants. Try to be specific with what you did. Here are some examples:

- Attracted 30 new customers...
- Marketed products to college students...
- Managed a team of 30 people...
- Designed 5 new computer programs...
- Collaborated with 4 departments...
- Planned a university-wide event...
- Analyzed and processed 50 monographs...

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Part 2: How You Did It

This part of the bullet point is where you describe the process you undertook to achieve the results from what you did. Using transition phrases, action verbs, and specific processes, this demonstrates the **skills** you used in your experience. Here are some examples:

- ...by launching a new customer rewards program...
- ...through the use of instagram and TikTok...
- ...with leadership skills and management software...
- ...by programming in C++ with over 500 lines of code per program...
- ...through company-wide communication software and active listening skills...
- ...by collaborating with my team and community members...
- ...through scanning devices and critical reading and research methods...

Part 3: What Was The Result

This final part of the bullet point is where you describe your **achievement**. This will be one of the strongest selling points for employers and should not be excluded. Once again, specific numbers and ideas are important when writing out this part of the bullet point. Here are some examples:

- ...resulting in a 50% increase in sales.
- ...developing a new client-base.
- ...allowing for team productivity to increase 30%.
- ...creating a new, consumer ready, app.
- ...to plan a company conference day.
- ...to raise \$95 000 for cancer research.
- ...adding 50 new monographs to the archives.

Putting It All Together

Here are some examples of completed bullet points. **What you did is bolded**, *how you did it is italicized*, and what was the result is underlined. These three parts are necessary to include, but as you will see, you can change around the order:

- **Conferred with consumers** *through 5 focus groups of 20 people* resulting in 5 pages of usable feedback for future services.
- *Programmed in python to* **update the company's outreach application** allowing for increase in customer accessibility.
- Spoke to over 500 people **when leading a company conference** *by using my strong speech writing, planning, and public speaking skills.*