



Building Bullet Points:

Why are bullet points important?

- Makes the document easy to read
- Shows experience in a concise way
- Highlights reasons to hire you
- Gives avenue to display experience & tailor information
- Allows you to use buzzwords and display key skills

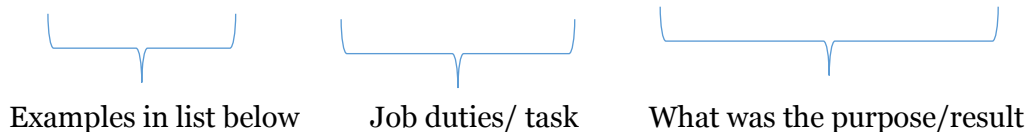
What are some tips for creating bullet points?

When building bullet points, it is important to not just focus on the daily tasks of a position, but to think about the overall purpose. A strong bullet point will show skills, abilities, and results in a concise way that is easy to read.

- Focus on the overall purpose and reason for the bullet point
- Each bullet point listed for a position should highlight a different skill
- Think about the skill you are highlighting and how it transfers to the position you are applying to
- Start with a strong action verb (*present tense if current job, otherwise the bullet point is past tense*)
- Include results- don't just list what you did, but show it
- Include numbers, percentages, and computer programs whenever possible
- Make the bullet points concise but informative
- Do not use personal pronouns when creating bullet points
- Highlight the most important aspects of the position, not every single responsibility
- Review job description to identify what the company is looking for to know what to include

How do I build bullet points?

Bullet point= Action verb + What you did + Why/How you did it



Example 1-

Before:

Increased sales while working with a team

After:

Collaborated with a team of four and increased sales by 45% within 11 months

Example 2:

Before:

Created graphics when necessary

After:

Delivered graphic design projects and requests on schedule using Adobe Photoshop and InDesign CC 2014

**Communication Skills:**

addressed advised clarified composed created defined demonstrated displayed wrote
documented edited educated examined exhibited instructed interpreted interviewed
keynoted mentored officiated presented published reported summarized translated

Financial Skills:

acquired allocated analyzed appraised approved audited budgeted calculated
centralized clarified consolidated consulted corrected decreased designed
doubled enhanced estimated examined financed forecasted increased invested
justified liquidated managed planned procured projected published
purchased recommended reconciled researched reviewed saved solved

Leadership Skills:

addressed administered advanced aligned approved arranged built collaborated
conducted connected coordinated cultivated decided defined delegated designated
designed documented earned effected encouraged executed expanded
extended facilitated finalized founded guided headed hired implemented
influenced initiated innovated inspired introduced led mobilized motivated negotiated
organized oversaw partnered piloted pioneered planned programmed promoted
recommended recruited reviewed simplified solved stimulated strategized supervised

Management Skills:

allocated anticipated approved assigned budgeted collaborated commanded consulted
directed employed enforced finalized governed helped instituted monitored
motivated perceived presided provided served shaped solved

Marketing Skills:

acquired analyzed appointed budgeted conceived created devised earned
edited generated innovated launched marketed prepared strategized surveyed wrote

Research Skills:

analyzed anticipated applied appraised assessed clarified conceived concluded
created defined demonstrated designed determined discovered estimated evaluated
examined forecasted formulated generated identified improved inspected integrated
interviewed invented investigated organized perceived planned researched reviewed
solved structured studied surveyed tested

Organizational Skills:

acquired appointed assembled assigned assisted built centralized commanded
delivered detailed distributed implemented introduced mobilized normalized

Team Skills:

addressed advanced aligned appointed assembled assisted built centralized
collaborated commanded connected contributed cooperated cultivated implemented partnered

Operations Skills:

centralized combined connected consolidated constructed decentralized designated devised
directed distributed eliminated engineered extracted formalized handled liquidated
located operated overhauled processed procured scheduled streamlined

General Skills:

accelerated accomplished achieved aligned attained broadened captured collaborated
completed controlled converted established exceeded exercised fulfilled intensified
licensed maintained mastered mentored modified obtained ordered oriented
originated overcame participated partnered perfected performed placed prevented
produced prompted proposed proved realized redesigned re-established regulated
reinforced rejected renegotiated reorganized represented reshaped resolved restored
revamped revised revitalized revived secured selected serviced set up transformed
settled specified sponsored staffed standardized started streamlined strengthened
succeeded suggested supported surpassed utilized verified vitalized worked trimmed
sustained taught terminated tightened trained transacted transferred