

Resume Bullet Point Guide

Go Beyond the Basics

Outline Your Experience

Tailor to Job Description



Situation

Skill used
Action verb
Quantify

Task

What you did?
Who did you do the task with?
Use keywords from job description

Action

How did you do it?
Integrate skills/technology
Highlight transferable skills/soft skills

Result

What was the outcome?
What were the benefits to the organization or individuals?
Quantify results with #'s and %'s

SKILL-
ACTION
VERB



WHAT YOU
DID



RESULTS/
OUTCOME

Tips

- No personal pronouns, i.e. "I", "me"
- Action Verb should be past or present tense, depending on whether you are still doing the task
- Always list most relevant information first
- Bullets are no more than two lines and maximum of six bullet points

Try

Skill Used _____ Action Verb _____

What did you do? _____

For or with who or how many? _____

How often did you do it? _____

How did you do it? (technology/transferable skill) _____

What was the result/outcome? _____

Put it all together

- _____

Action Verbs

COMMUNICATION

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Explained
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

CREATIVE

Acted
Adapted
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Devised
Directed
Displayed
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

DATA/FINANCIAL

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budget
Calculated
Computed
Conserved
Controlled
Corrected
Decreased
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Netted
Planned
Prepared
Programmed
Projected
Qualified
Reconciled
Reduced
Researched
Retrieved

HELPING

Adapted
Advocated
Aided
Answered
Arranged
Assessed

Assisted
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supported
Volunteered

MANAGEMENT

Accomplished
Administered
Advanced
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated
Navigation
Organized
Originated
Overhauled

Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Terminated

ORGANIZATIONAL

Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Complied
Corrected
Corresponded
Distributed
Executed
Filed
Generated
Incorporated
Inspected
Logged
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Registered
Reserved
Responded
Reviewed
Routed
Scheduled
Screened
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

RESEARCH

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored

Extracted
Formulated
Gathered
Identified
Inspected
Interpreted
Interviewed
Invented
Investigated
Located
Measured
Organized
Researched
Reviewed
Searched
Solved
Summarized
Surveyed

TEACHING

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Simulated
Taught
Tested
Trained
Tutored

TECHNICAL

Adapted
Applied
Assembled
Built
Calculated
Conserved
Constructed
Converted
Debugged
Designed
Developed
Engineered
Fabricated
Installed
Maintained
Operated
Overhauled
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Studied