RESUME BULLET POINTS

Creating strong bullet points when describing your experiences on your resume is key to demonstrating your qualifications to employers. These bullet points should be concise and describe your skills and accomplishments while reflecting the qualifications, language, and themes that you find in the job description.

CONSIDER THE FOLLOWING QUESTIONS WHEN WRITING BULLET POINTS:

WHO – Who did your job help (i.e. the company, organization, customers, clients, general public)?

WHAT – What were your job duties and what happened as a result of your job duties or actions?

WHEN – When did this happen (i.e. daily, weekly, monthly)? Providing specific information about how often you did something demonstrates your productivity in your job.

WHERE – Where did your duties occur? Did you interact with people outside of your own department or organization?

WHY – Why did you perform certain job duties (i.e. to accomplish a goal, serve a need?) Did your role help or add to the organization's functioning?

HOW – How did you accomplish your job duties or tasks (i.e. equipment, programs, tools)?

USE ST.A.R.

Below is a basic formula for writing detailed bullet points. The goal is to shift the focus from generic job duties or responsibilities to strong statements about what you accomplished. Use this formula along with the previously mentioned questions and job descriptions when writing out your past experiences.

ST		A		R
Situation/Task		**Action**		**Results**
What you did	**+**	How you did it	**+**	What you Saved, Achieved
Start with Verb				or Made – quantify if possible

EXAMPLE #1:
Good: Created mobile app enabling users to interact and motivate each other.
Better: Created mobile application (ST) utilizing Ruby on Rails (A) enabling users to effectively interact and motivate each other on their fitness goals (R)

EXAMPLE #2
Good: Created printed brochures and posters.
Better: Created printed brochures and posters (ST) using Photoshop (A) which resulted in the launch of a successful advertising campaign (R)

IF YOU STRUGGLE WITH DESCRIBING YOUR RESULTS, THINK OF THE ACRONYM S.A.M.

S = Something you saved (either time or money)
A = Achieved (did you achieve an honor or award as a result of your actions?)
M = Made (product, report, etc.)

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