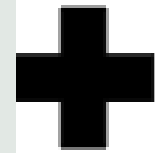




Resume Bullet Points

*Bullet Point
Writing Formula*



Power Verb

What you did

Result/Outcome

Quality Bullet Point

Who, What, When...

- **Who** - Who did your job help? The company? Clients? Customers?
- **What**- What happened with the result of the job? If you did research, was that information published? If you had to do a report, what was done with the information?
- **When**- When did this happen? Daily? Weekly? Monthly? Talking about how often you did something is an easy way to show productivity in your job.

Where & Why

- **Where-** Where did the duties occur? Did you have to travel for a job? Were you responsible for interacting with people outside of your organization?
- **Why-** Why did you do this? How did your job duties help or add to the organization's ability to function?

BEFORE

McDonald's Restaurant
Crew Member

- Worked cash register
- Took customers' orders
- Kept my station clean

Fall 20XX-present

AFTER

McDonald's Restaurant
Crew Member

- Managed an accurately balanced cash register
- Provided friendly, accurate customer service by taking and filling customers' orders to their satisfaction
- Maintained a clean, orderly and sanitary work environment



Same Tasks,
Just Better

BEFORE

Sales Associate

Sal's T-shirt Depot, Any Town, IL

June 20XX-present

- Assisted with inventory
- Provided quality customer service
- Built displays for featured products

AFTER

Sales Associate

Sal's T-shirt Depot, Any Town, IL

June 20XX-present

Sales Associate

- Assisted with daily and monthly inventory of over 1200 domestic and foreign products
- Provided quality customer service by handling customer questions, complaints, and solving problems
- Handled over 200 cash and credit transactions, balanced drawer, and ATM accurately as part of each shift



More examples

- Filmed and produced a 10 minute documentary on Mental Health awareness for first year students.
- Process personal tax returns for low income families
- Developed interactive lesson plans for 5th grade students focusing on expanding vocabulary
- Organize monthly events on campus to promote diversity
- Provide guidance and facilitate leadership development activities