

Writing Bullet Point Statements

1. Think about your Transferable Skills

After listing your experiences on your résumé, you want to think about the transferable skills you have gained through those experiences. These statements describe your skills and accomplishments and provide the potential employer with a glimpse of what you would be like as a member of their team.

Examples of some common transferable skills employers look for on your résumé (you will want to expand on these in your bullet point statements):

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|---|--|--|
| <ul style="list-style-type: none"> Leadership Ability to work in a team Communication (written and verbal) Problem-solving Strong work ethic Analytical/quantitative skills | <ul style="list-style-type: none"> Technical skills Initiative Computer skills Flexibility/adaptability Interpersonal skills Detail-oriented | <ul style="list-style-type: none"> Organizational ability Strategic planning skills Friendly/outgoing personality Entrepreneurial skills/risk-taker Tactfulness Creativity |
|---|--|--|

2. Create your Bullet Point Statements

Don't begin a bullet point statement with "Responsible for" or "Duties performed" as these do not convey what you did to accomplish these tasks. Quantify your end result if possible. Use % or \$ amounts, increased scores. Since these statements will need to be brief, you can construct them using the following format. You may also combine purpose, method, and result if you can.

Strong Action Verb + Task +
Purpose (why?)
Method (how?)
or Result (what happened?)

3. Make Statements Clear and Concise

- As with your entire résumé, grammar is extremely important
- Eliminate personal pronouns and conjunctions (i.e. I, me, my, and, but, or)
- Ask yourself "What does this mean?" If you can answer this question with the information shared in the statement, you are finished; If not, you will need to refine your statement

4. Before & After

The following table demonstrates bullet point statements before and after revision:

Before	After
• Responsible for campers	• Coordinated activities and fieldtrips for 30 children ages 6 –12 to improve camp morale
• Operated cash register	• Provided prompt and friendly service to patrons averaging \$1000 in daily sales
• Met sales goals	• Achieved highest annual sales in department, totaling \$25,000 gross compared to \$19,000 average
• Responsible for programming	• Organized 4 monthly educational and social programs for 40 residential students with a 50% participation rate
• Got students to join organization	• Persuaded students through in-class presentations to join campus organization, resulting in 7 new members

For more help writing effective bullet point statements, review résumé samples in the Resource Library or schedule an appointment with your Career Center advisor by calling (937) 775-2556.