

# Resume Writing

## Building Bullet Points

- Writing your content in a bullet-point format makes it much easier to read for whoever will be reviewing your resume.
- This portion of the resume will provide insight into your responsibilities, skills, and experience in your previous work, so it's one of the most important parts of your resume.

### Basic Bullet-Point Format:

#### **SKILLS + WHAT YOU DID + RESULTS**

(action verb)      (description)      (how or why)

Examples:

**Good:** Checked out customers.

**Better:** Assisted customers with checking out at the register.

**Best:** Assisted customers in a timely and friendly manner while handling financial transactions.

**Good:** Volunteered at daycare.

**Better:** Volunteered at a local daycare watching young children.

**Best:** Supervised and provided care to children 3 to 5 years of age on a voluntary basis at a local child development center.

**Good:** Cleaned the store.

**Better:** Maintained a clean store.

**Best:** Maintained a clean and organized working environment to ensure the health and safety of both associates and customers.

**...Do you notice the more in-depth responsibilities and tasks are described and the more detail added, the better and more professional the bullet-points sound?...**

If you get stuck, you can remember a few things to help guide you:

**WHO:** Who benefited from your work? Customers, company/management, community?

**WHAT:** What were the results? Try to quantify as best as you can.

**WHEN:** How often? Daily? Weekly? Monthly? Try to give specific timeframes.

**WHERE:** In your organization? Which department? In the community?

**WHY & HOW:** Why and how did you do this? Why is it important that you accomplished it?