

WRITING EFFECTIVE BULLET STATEMENTS

OVERVIEW: An old saying states that “a picture is worth 1,000 words.” Writing effective bullet statements can help you paint a picture in the mind of the person reading your résumé. In order to do this, your bullet statements should be clear, concise and detailed. List accomplishments over tasks for your previous positions held. Remember, in many cases the position title explains the duties that you performed.

LAYOUT:

- **Number**
 - Minimum of two / maximum of four bullet statements.
- **Format**
 - Bullet statements should only appear on one line and wrap to a second line only if the information is relevant to the message being conveyed.
- **Language**
 - For each bullet statement, use an “Action Word” that supports one of your strength/skill areas listed in your objective statement.
 - Do not use an “Action Word” more than once throughout the entire resume.
 - See **Action Word List**
 - Use descriptive versus general language.
 - If a “picture is worth a thousand words” paint your reader a “word picture.”
 - Example: Instead of writing that you “presented to a **group of students**” write that you “presented to a **group of 25 high school seniors.**”
- **Strategy**
 - The stronger your statement is constructed, the higher your “stock value” becomes.
 - Three Levels of Bullet Statements:
 - Level 1:** Listing your duties, tasks and responsibilities (**not very impressive**).
 - Level 2:** How or in what way do you or did you perform Level #1 exceptionally well? Are there any additional duties that you initiated that were not part of your job responsibilities? Employers want to hire individuals with initiative (**more impressive**).
 - Level 3:** Outcome/results of completing Level #1 and Level #2? Did you increase something good or decrease something bad? Employers want to hire individuals with knowledgeable skills (**most impressive**).
 - Avoid using Level 1 bullets whenever possible.
 - Be able to support all Level 3 bullets with detailed examples or anecdotes during an interview.

EXAMPLES OF LEVEL THREE BULLETS:

- Earned Associate of the Month honors for outstanding service in June 2007
- Created effective displays which increased monthly sales by 200% in a two-month period

ACTION WORDS

Communication/People Skills

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

Teaching Skills

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

Data/ Financial Skills

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

Research Skills

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examine
Experimented
Explored
Extracted
Formulated
Gathered
Inspected
Interviewed
Invented
Investigated
Located
Measured
Organized
Researched
Reviewed
Searched
Solved
Summarized
Surveyed
Systematized
Tested

Management/ Leadership Skills

Administered	Incorporated
Analyzed	Increased
Appointed	Initiated
Approved	Inspected
Assigned	Instituted
Attained	Led
Authorized	Managed
Chaired	Merged
Considered	Motivated
Consolidated	Navigated
Contracted	Organized
Controlled	Originated
Converted	Overhauled
Coordinated	Oversaw
Decided	Planned
Delegated	Presided
Developed	Prioritized
Directed	Produced
Eliminated	Recommended
Emphasized	Reorganized
Enforced	Replaced
Enhanced	Restored
Established	Reviewed
Executed	Scheduled
Generated	Secured
Handled	Selected
Headed	Streamlined
Hired	Strengthened
Hosted	Supervised
Improved	Terminated

Creative Skills

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

Organizational Skills

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

Helping Skills

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

Technical Skills

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