

Building Better Bullets

Bullets are one of the most important parts of your resume and often take the most time to craft. Recruiters spend, on average, 7 initial seconds on each resume. As such, your goal is to *format* and *curate* your resume in such a way that a recruiter will see enough relevant information so they will stop to look deeper. Bullets are an excellent way to present your experiences in a format that can be quickly read.

Decide What's Important

A great place to start is to reflect on each experience and determine what is important for the intended reader of your resume. Then, ask the following questions:

- How can I measure the outcome?
- How did I affect the organization for which I worked?
- Did I work with internal or external stakeholders?
- What leadership role did I play?
- What training did I receive? Whom did I train (formally or informally)?
- What were my reasons for doing what I did?
- What did I get from this particular experience?
- What else is relevant and important for the intended reader of the resume

General Tips:

- Typically, 2-5 bullets are used for each experience, with only significant experiences calling for 4 or 5. If you have more than this, you are likely not being concise or focused enough.
- You may need to focus bullets differently depending on the opportunity or you may use different bullets entirely. Always think about what makes sense based on how you will be using the resume.
- Do not use personal pronouns (I and my) and therefore do not end bullets with periods
- Avoid simply re-writing the job description; make your bullets results oriented when possible

The Formula for Top-Notch Bullets

<p>Strong Action Verb</p> <p>Avoid the following: 'Helped' 'Worked' 'Responsible for' 'Duties Include'</p> <p>See Action Verb Handout.</p>	<p>Situation: What was the situation, problem, or conflict you were facing? What (brief) context is needed?</p> <p>Task: What were you tasked with? What were your responsibilities or goals?</p> <p>Action: What action did you take? What did you do to solve this problem?</p> <p>Technical: Are there any technical skills or tools that could be referenced?</p> <p>Terms: Are you using the most relevant and professional terms?</p>	<p>Result: What was the outcome of your action or involvement?</p> <p>Impact: Was there a benefit to the organization, department, or client?</p> <p>Quantify: Can you and <i>should</i> you quantify relevant details?</p> <p>Deliverable? Have you clearly described what was produced? (I.e. report, new process, spreadsheet, document, PowerPoint, etc.)</p> <p>Transferable Skill? Are you adequately highlighting the transferable skills you employed in your work?</p>
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Not all bullets will have each of these elements but it is important to consider each of these questions and include if you can.