Build Bullet Points

Building a bullet point helps effectively describe skill(s) you learned and executed while in a certain position or activity. Clear skill phrases are imperative to an effective resume, as they highlight your career-readiness competencies. There are many ways to construct a bullet statement, below lists our formula to build an effective bullet point:

CONCEPT

ACTION VERB

Verb describing careerreadiness or job qualification.



TASK

Describe the context of your responsibilities.



RESULTS

Include a resolution or positive outcome due to vour skills.

EXAMPLES

Assisted



History Professor



with classroom management activities.

Mentored

12 students participating in History 230



+ by verbally communicating class activities, enforcing class rules, and correcting

TRY IT OUT!

