



Resume BUILD A BULLET POINT

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 that describes career-readiness or job qualification



Task

Describe the context of your responsibilities



Results

Include a resolution or positive outcome due to your 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 homework

Try it out!





















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Resume

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Example verbs describing NACE career-readiness competencies

Find more action verbs by searching for synonyms online, within your job descriptions, within available job postings, or on organization websites!

Career & Self Development



Develop
Establish
Maintain

Communication



Convey
Liaise
Transmit

Critical Thinking



Anticipate
Analyze
Identify

Equity & Inclusion



Diversify
Experience
Understand

Leadership



Manage
Mentor
Motivate

Professionalism



Consistently
Dedicate
Prioritize

Teamwork



Actively Listen
Collaborate
Mediate

Technology



Adapt
Navigate
Research

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