

Practice writing a bullet point with the bullet point formula! Remember, Bullet points can be up to 2 lines long. Think of it like writing a tweet - you have 140 characters to get your point across, so delete any words that are not necessary (the “fluff”) and focus on the FACTS!



FLEISHMAN CENTER

Bullet Point Formula

Action Verb	<ul style="list-style-type: none"> - Start each bullet with an Action Verb: Manage, Lead, Design, Implement, Research, Analyze, etc. - Avoid: Help, Assist, Aid, Responsible for... - Refer to page 8 of the Career Guide for more Action Verbs!
What	<ul style="list-style-type: none"> - What EXACTLY did YOU do? What was your process? - Did you use industry related skills/software programs? - Highlight leadership, achievements, contributions
Why	<ul style="list-style-type: none"> - Why was it important? What was the result, purpose or outcome of your work? - How did you contribute to the bigger picture?
Quantify	<ul style="list-style-type: none"> - Quantify to show impact (if possible) - how many people were on your team? How much was the budget? How many clients/students did you manage? How much \$ did you raise? How many programs did you design and implement?

Bullet Point Example

Good:

- Acted as a mentor to youth in a low income neighborhood and demonstrated positive life skills

Better:

- Executed a summer youth program for 25 youth between the ages of 12 - 15 in collaboration with 3 other mentors and YMCA Leadership
- Designed and implemented hands-on activities, workshops and sporting events that focused on developing teamwork, conflict resolution and communication skills

Tip* The first bullet point tends to introduce your overall experience so the employer can grasp what your experience was all about in a succinct way. This is where you will want to highlight if you played a leadership role. The bullet points that follow focus on specific tasks, projects or responsibilities you carried out.

1st Bullet point:

2nd Bullet Point:

3rd Bullet Point: