



Maximize your resume worksheet

Identify one position, project or experience you want to elaborate and answer the following questions. Don't feel the need to shorten your responses to fit in a bullet point just yet. The purpose of the exercise is to help you think-through your experience. Remember, transferable skills (teamwork, critical thinking, IT skills, etc.) are important to employers!

1. What exactly did I do? What was my specific role in the task or project? What was the process for making it happen? Did I lead any part of the process?
2. What was the overall result or purpose of my work? What contributions did I make to the organization? For example, did I develop any new initiatives, procedures or content that didn't exist before my arrival? What were they?
3. What special technology, methodologies or industry specific approaches did I use to carry out my work? Are they relevant to the job/position I am applying for? Explain...
4. Did I collaborate with others?

After brainstorming your answers above, discuss them with a partner and highlight any key terms or phrases that best articulate your skills and experience. You can use the highlighted sections while practicing bullet points below.

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!



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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: