



BULLETED STATEMENTS

FORMULA FOR STRONG BULLETED STATEMENTS

[Action Verb + Task & Detail + Result/Outcome]

EXAMPLES

Weak Bullet Statement	Strong Bullet Statement
Ran cash register	Opened and closed cash register ensuring correct balance and made evening deposits.
Made drinks	Greeted customers in a timely fashion, made drinks to customer specification and ensured accuracy of orders.
Made donor phone calls	Conducted 25 daily phone calls to potential donors explaining the benefits of financial support while prompting campus pride.
Volunteered at annual health fair	Partnered with staff to administer flu injections at annual health fair aimed at providing education on wellness to the community.
Taught PE class	Created a physical education curriculum for 150 middle school students that included modified exercise options to accommodate different student abilities.
Talked with clients about their diet	Assessed dietary restrictions and nutritional needs of patients and created comprehensive health plan to improve quality of life.

TRY IT OUT

Action Verb	What did you do? What skill did you develop, or gain? (Task)	How did you do it? (Detail)	What was the result/outcome? Why does this matter? Why is it important?

TAILORING YOUR RESUME WITH RELEVANT SKILLS

You may be writing bullets for an indirectly related job or maybe you're changing fields. When doing this, make sure to tailor your bullets to the job you want, not necessarily the job you had. Focus on skills, experiences, and accomplishments that are transferable to the new position.

TIP: Utilize the skills sections within positions/jobs on O'Net (onetonline.org) to get started on how to brainstorm your bullets by comparing the skills of the jobs you've had with the job you want.

ACTION VERB LIST

**See following page for list of action verbs to help diversify the beginning of your statements.*

Clerical/Detail

approved
 arranged
 catalogued
 categorized
 classified
 collected
 compiled
 dispatched
 documented
 executed
 generated
 implemented
 inspected
 monitored
 operated
 organized
 outlined
 prepared
 prioritized
 processed
 purchased
 recorded
 resolved
 restored
 retrieved
 revised
 screened
 specified
 systematized
 tabulated
 transformed
 validated

Communication

addressed
 appraised
 arbitrated
 arranged
 articulated
 authored
 clarified
 collaborated
 conferred
 consulted
 convinced
 cooperated
 coordinated
 counseled
 corresponded
 debated
 defined
 developed
 directed
 drafted
 edited
 enlisted

explained
 expressed
 formulated
 helped
 influenced
 informed
 inspired
 interviewed
 interpreted
 lectured
 mediated
 merged
 moderated
 motivated
 negotiated
 participated
 persuaded
 presented
 promoted
 publicized
 reconciled
 represented
 recruited
 spoke
 suggested
 summarized
 translated
 unified
 verbalized
 wrote

Creative

acted
 abstracted
 adapted
 composed
 conceptualized
 created
 customized
 designed
 developed
 directed
 established
 fashioned
 founded
 generated
 illustrated
 imagined
 improvised
 initiated
 innovated
 instituted
 integrated
 introduced
 invented
 originated
 painted

performed
 planned
 problem solved
 restructured
 revamped
 revitalized
 shaped
 synthesized
 visualized

Financial

administered
 allocated
 analyzed
 appraised
 audited
 balanced
 budgeted
 calculated
 computed
 developed
 estimated
 figured
 forecasted
 maintained
 managed
 marketed
 planned
 prepared
 projected
 researched
 tracked

Helping

advised
 advocated
 aided
 arbitrated
 assessed
 assisted
 assured
 attended
 cared
 comforted
 coordinated
 counseled
 demonstrated
 diagnosed
 educated
 empathized
 expedited
 facilitated
 familiarized
 furnished
 furthered
 guided
 improved

insured
 intervened
 mentored
 motivated
 provided
 referred
 related
 rehabilitated
 represented
 served
 volunteered

Management

achieved
 administered
 analyzed
 assigned
 attained
 chaired
 consolidated
 consulted
 contracted
 controlled
 coordinated
 delegated
 developed
 directed
 decided
 established
 evaluated
 executed
 improved
 implemented
 increased
 initiated
 maximized
 negotiated
 organized
 oversaw
 planned
 prioritized
 produced
 recommended
 reconciled
 regulated
 reported
 reviewed
 scheduled
 strengthened
 supervised
 yielded

Research

acquired
 adjusted
 analyzed
 ascertained

calculated
 cataloged
 charted
 clarified
 coded
 collected
 computed
 conducted
 correlated
 diagnosed
 discovered
 dissected
 evaluated
 examined
 experimented
 explored
 extracted
 extrapolated
 gathered
 identified
 inspected
 interpreted
 interviewed
 investigated
 monitored
 observed
 organized
 reviewed
 summarized
 surveyed
 systematized
 tested
 utilized
 validated
 verified

Teaching

adapted
 clarified
 coached
 communicated
 coordinated
 developed
 elicited
 emphasized
 enabled
 encompassed
 encouraged
 enforced
 enhanced
 enlightened
 evaluated
 explained
 facilitated
 fostered
 guided
 individualized

informed
 initiated
 instructed
 interacted
 involved
 lectured
 motivated
 persuaded
 set goals
 supplied
 supported
 stimulated
 stressed
 taught
 trained
 tutored

Technical

adapted
 applied
 assembled
 built
 calculated
 computed
 constructed
 converted
 debugged
 designed
 devised
 engineered
 expanded
 fabricated
 installed
 maintained
 modified
 operated
 overhauled
 programmed
 rectified
 remodeled
 repaired
 simulated
 solved
 trained
 upgraded