

STRONG RESUME BULLET STATEMENT EXAMPLES

| Weak Bullet Statement | Strong Bullet Statement: Action Verb + Task & Detail + Result/Outcome |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |

| 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? |
|--------------------|---------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------|
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BULLET STATEMENT CHECKLIST

- Bullet statements are listed in order of importance/relevance to the job description
- Statements begin with an action verb. The action verbs are industry specific, and are diversified
- Statements articulate accomplishments, skills development and duties performed (state how and/or why you used the skill)
- Uses keywords that appear in the job description
- Personal pronouns or other pronouns are excluded; I, me, my, he, her, they etc.
- Numbers are used when appropriate (e.g. when worked with groups of people or sums of money)

FOR ADDITIONAL EXAMPLES OF BULLET STATEMENTS:

O*NET OnLine: <https://www.onetonline.org/>

Check out the tasks, knowledge, skills, and abilities and work activities section for examples of statements

Occupational Outlook Handbook (OOH): <https://www.bls.gov/ooh/>

ACTION VERB LIST

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

