

DEVELOPING A **STRONGER BULLET POINT**

ACTION + SKILL + TASK = RESULT

<i>Action Verb</i>	<i>Skill</i>	<i>Task</i>	<i>Occasional Result</i>	<i>Your Final Bullet Point</i>
(Example) Displayed	Communication skills	Assisted customers buying jeans	Satisfied customers and greater sales for company XYZ	Displayed effective communication skills when assisting customers buying merchandise, resulting in satisfied customers and greater sales

- Align your bullet points to the position you are applying for. Use key words from the job posting within your points.
- Make sure you create a bullet point for each minimum job requirement listed. Add any preferred qualifications as well.
- If the job requirement states something about communication skills, create a bullet point that talks about your excellent communication skills!
- Use metrics within your bullet point if applicable. Examples:
 - Facilitated a presentation on healthy living to a group of 300 students.
 - Developed a product that decreased pollutants in the air by 20%.
 - Increased sales by \$35,000+ by implementing a new social media campaign.
- Incorporated strong action verbs that fit with your field of work. Examples:
 - Engineering (Design, Develop)
 - Education (Communicate, Prepare)
 - Marketing (Launch, Present, Manage)

Here are some action verb samples. We encourage you to google to find even more that may fit with your field!

Accomplish	Demonstrate	Illustrate	Obtain	Secure
Achieve	Design	Implement	Operate	Select
Assist	Develop	Improve	Organize	Share
Co-facilitate	Display	Juggle	Oversee	Solve
Communicate	Enhance	Launch	Perform	Supervise
Conduct	Evaluate	Lead	Prepare	Support
Contribute	Examine	Maintain	Present	Train
Coordinate	Facilitate	Manage	Prioritize	Transfer
Create	Gain	Model	Produce	Utilize
Cultivate	Gather	Motivate	Reinforce	Work
Delegate	Generate	Negotiate	Revise	Write