



How to Write Bullet Points on Resumes

When listing experience on a resume, always focus on **accomplishments**.

Action Verbs – Bullet points should begin with *action verbs* that demonstrate your accomplishments clearly and give employers relevant information on the knowledge, skills, and abilities you will bring to your next opportunity.

Quantify and Qualify – *Quantify* your accomplishments, whenever possible, so employers can see results (*increased sales by 10% in 3 months*) and *qualify* how you were an outstanding employee (list awards, recognition, customer testimonials, and what made you stand out). Try adding “by” or “through” to identify results of your efforts. Example: *Increased sales by using effective motivational techniques*.

Give Credit To Experience Outside of Full-Time Jobs – If you have extensive experience or leadership outside of paid work experience such as volunteering, internships, clubs and organizations, and campus activities where you developed transferable skills, include these on the resume. Also, don’t neglect to include temporary assignments or part-time jobs.

Refer to the sample bullets below. Not all bullets need to be quantified. Periods are not required following a bulleted phrase.

EXPERIENCE:

Retail Sales Associate May 20XX – August 20XX
 Target, Schaumburg, Illinois

- Recognized by regional manager as “Sales Associate of the Month,” June 2006
- Utilized problem solving skills to address customer complaints that consistently resulted in repeat business
- Achieved 99% accuracy in balancing cash drawer over two year period

Start Your Experience Section:

Title	Dates
Company or Organization Name City, State	
• (Action verb)	
• (Action verb)	
• (Action verb)	