

# WRITING A RESUME BULLET POINT

## MAKING THE POINT

- The best way to highlight your skills is in short, easy to read bullet points
- It's always better to be as specific & detailed as possible
- Start bullets with power verbs in the appropriate tense, illustrating transferrable skills (hint: use language from job description) and focusing on projects & accomplishments rather than duties
- A great way to start is by answering these questions:
  - Who:** What organization were you working for? Who were your clients?
  - What:** What specific task did you perform? What did you contribute/accomplish?
  - When:** When/how often did you perform this task?
  - Where:** What venue were you working in? Were you working internally or off-site?
  - Why:** Why were you performing this task? What goal of the organization were you forwarding?
  - How:** How did you go about performing the task? How many/much..? Try to add numbers when possible.
- Remember that you don't have to answer all of these questions in each section

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## RELEVANT COURSEWORK EXAMPLE

### Before

**Introduction to Sales & Marketing**, Towson University, Towson, MD Fall 20XX

- Designed a marketing strategy for local non-profit organization
- Created presentations
- Managed a team

### After

**Introduction to Sales & Marketing**, Towson University, Towson, MD Fall 20XX

- Designed and implemented a marketing strategy for a local non-profit organization by applying online networking tools such as Twitter, Facebook and Instagram
- Created three presentations based on the effectiveness of visual displays; presented to audience of 30 peers
- Managed team of nine colleagues to carry out an online marketing project which raised \$8,000 for Race for the Cure

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## WORK EXPERIENCE EXAMPLE

### Before

**Student Assistant**, Towson University, Towson, MD February 20XX - Present

- Work on program development
- Handle logistics
- Help students and visitors

### After

**Student Assistant**, Towson University, Towson, MD February 20XX - Present

- Collaborate with internship coordinator to establish job shadowing programs and employer contacts
- Assess students' needs, schedule appropriate appointments using Microsoft Outlook and manage career resource library
- Guide students and visitors in conducting job searches on the Hire@TU job and internship database and navigating Career Center Web site

*Adapted from: California State University and Iowa State University Career Center Resources*