

How to develop bullet points:

To describe the experiences above, use this formula:

power action verb + what you did/ learned + how/ why you did it

TIP: Look on pg. 19 of the Career Guide for a comprehensive list of power action verbs!

Example:

Skill set: Written communication skills

Supporting experience: Freelance Writer, The Western Carolinian

Basic: Wrote articles for campus newspaper

Better: Worked with team to brainstorm and write three articles monthly for The Western Carolinian, WCU's campus newspaper.

Best: Collaborated (**action verb**) with a team of six other writers and editorial staff members to brainstorm and write three timely and newsworthy articles (**what you did**) using AP style (**how**) for The Western Carolinian, WCU's bi-weekly campus newspaper.

Now you try:

Skill set:

Supporting experience:

Resume bullet:

Aim for 2-3 bullet points for each experience you want to highlight on your resume. Note, however, you don't need to give everything bullet points! Think about the experiences that are most relevant to the opportunity for which you are applying. A capstone project, for example, could take up more space on a resume than a part-time job, depending on your goals for your resume.

And remember – resume writing takes time! You might need to write several drafts before you're ready to submit. Use your resources like the Career Studio or one-on-one appointments as many times as you wish.

Bullet development guiding questions:

Are you incorporating transferable skill sets? Industry skills?

Who did you work with to accomplish something? How many people? Independently?

What population were you working with/for? What ages?

What environment were you in? Fast-paced environment? Did you travel? Were you responsible for working with other people outside of your organization?

What computer programs or specific equipment did you use?

What was your timeline?

What were the outcomes of what you're describing? Did you present your findings anywhere? Did you write a report?

What problems were you consistently solving?

What accomplishments did you gain from the experience? Were you promoted or given more responsibility? Did you win an award or complete certification training?