

# RESUME BULLET POINT DESCRIPTIONS

Bullet point descriptions should be:

- Action-oriented
- Results-driven
- Specific and concise

## ACTION-ORIENTED

### Strong examples:

- Supervise three Resident Assistant staff
- Administrate weekly staff meetings
- Organize campus-wide events for the first-year community (Lance Karim)

### Example that needs to be revised:

- Responsible for lab maintenance, administering and writing assessments

### Revision:

- Maintained lab
- Wrote and administered student assessments

### Practice revising for action-oriented verbs:

Revise the following example. Your revision should begin with a strong action verb.

**Example:** Gained experience in patient interaction through shadowing nurses

### Revision:

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## RESULTS-DRIVEN

### Strong Examples:

- Designed and documented over 30 screens and wrote specifications for their integration and use (Allison Gallant)
- Led the creative team and worked with other volunteers to host a benefit gala for Lubango Medical Center, raising over \$250,000 (Justin Lau)

**Example that needs to be revised:**

- Began research project – pathology of stage IV pressure ulcers (David K. Pratt)

**Revision:**

- Researched the pathology of stage IV pressure ulcers (i.e. bed sores)
- Interpreted research results to develop an effective treatment plan for chronically ill patients confined to bed

**Practice revising to emphasize results:**

Revise the following example. Your revision should emphasize not only what was done (the action) but what end result was produced.

**Example:** Helped organize AmaXing Challenge Gala benefiting Autism Speaks

**Revision:**

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## SPECIFIC

**Strong Examples:**

- Find accommodations for over 600 prospective students annually (Lance Karim)
- Worked within strict weekly deadlines and in a high pressure environment. In charge of ensuring consistency across 5 sections of the newspaper. Trained and managed a staff of 15 students (Allison Gallant)

## CONCISE

When revising for concision:

- Emphasize the bottom line
- Remove repetitive or unnecessary information
- Convert nominalizations to verbs

**Example that needs to be revised:**

Worked with Indian villagers to combine their needs with TATA business model to aid new business department in creating, advertising, and bringing fertilizer to Indian villages. Focused on Urea Fertilizer. Learned entrepreneurship skills. (Jeremy Wolf)

**Revision:** Implemented TATA business model to bring Urea Fertilizer to Indian villages.

**Practice revising for specificity and concision:**

Revise the following example. You may need to divide the example up into multiple bullet points. Each point should be specific and concise.

**Example:** I worked at a Jewish Community Center where I was responsible for the safety, daily care and needs of the campers. I served as a role model and helped campers improve teamwork and confidence through exercises and games.

**Revision:**

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**Resume Draft Review:**

Read over your bullet point descriptions. For each description, ask yourself:

- Does the point begin with a strong action verb?
- Does the point clearly name the results of your action?
- Could you revise the point to make it more concise?
- What details might you add to the point to make it more specific?