

Developing a Bullet Point

To develop a bullet point, write an action-packed, results-oriented statement!

1) **action word** 2) **what/how many/for who** 3) **why/result/impact/goal**

Example:

- Maintained twelve months of reconciled records for Asbury Young Republican club resulting in balanced year-end budget.

Polishing Descriptions in Your Experience Section

First Draft...	moving towards...	...Final draft
<ul style="list-style-type: none">• I had certain jobs to do every day and I just got them done.		<ul style="list-style-type: none">• Effectively managed time to meet deadlines for completing assigned projects
<ul style="list-style-type: none">• I talked with people who came in and answered the phone.		<ul style="list-style-type: none">• Tactfully interacted and communicated with customers to address their requests
<ul style="list-style-type: none">• I did everything when the secretary wasn't in.		<ul style="list-style-type: none">• Assumed full responsibility for office coverage in secretary's absence
<ul style="list-style-type: none">• I took returns and tried to help people with problems.		<ul style="list-style-type: none">• Exercised diplomacy in negotiating customer complaints and returns
<ul style="list-style-type: none">• I got along with the people that I worked with.		<ul style="list-style-type: none">• Worked cooperatively with 7 co-workers
<ul style="list-style-type: none">• I sold clothes.		<ul style="list-style-type: none">• Effectively initiated sales of casual and professional clothing
<ul style="list-style-type: none">• I waited on tables and took orders.		<ul style="list-style-type: none">• Developed ability to deal with high pressure situations in assisting customers at up to 6 tables at a time
<ul style="list-style-type: none">• I learned menu items and prices quickly.		<ul style="list-style-type: none">• Quickly assimilated and memorized item and price information on menu
<ul style="list-style-type: none">• I tried to be nice to all my customers.		<ul style="list-style-type: none">• Consistently provided excellent customer service
<ul style="list-style-type: none">• I always showed up for work and got my jobs done.		<ul style="list-style-type: none">• Demonstrated reliability in achieving perfect attendance record over a one-year period