

Writing Strong Bullet Statements

When drafting resume descriptions, it is critical to start your bullets with action verbs that are the best skills you used in that job. Incorporate additional skills into your descriptions as well, not just tasks.

Sample Action Verbs & Skills

Accommodate	Critique	Hypothesize	Problem solve
Accurate	Critical Thinking	Implement	Process
Achieve	Cross Cultural	Improve	Produce
Adapt	Understanding	Incorporate feedback	Professional
Adjust	Customer Service	Initiate	Promote
Advertise	Customize	Innovate	Program
Advise	Delegate	Interpersonal Skills	Provide
Allocate	Demonstrate	Interpret	Publish
Analyze	Design	Launch	Publicize
Appraise	Detailed	Lead	Recruit
Articulate	Determine	Learn Quickly	Reliable
Assertive	Develop plans	Listen	Report
Assess	Devise	Maintain	Represent
Arrange	Direct	Make decisions	Research
Audit	Display	Manage	Resolve
Balance	Document	Market	conflict
Brainstorm	Draft	Measure	Restructure
Budget	Edit	Mediate	Review
Build	Educate	Meet Deadlines	Schedule
relationships	Efficient	Mentor	Sell
Calculate	Empathize	Microsoft Office	Simplify
Chair	Encourage	Monitor	Social Media
Coach	Engineer	Motivate	Strategize
Collaborate	Enhance	Motivated	Strengthen
Collect data/info.	Establish	Multitasking	Structure
Communicate	Estimate	Negotiate	Summarize
Compare	Evaluate	Network	Supervise
Complete	Examine data	Obtain	Support
Compose	Expedite	Observe	Survey
Compute	Explain	Operate	Synthesize
Computer Skills	Facilitate	Organize	Systematize
Conceptualize	Flexible	Oversee	Tailor
Conduct meetings	Forecast	Patient	Teach
Confident	Formulate	Perform	Test
Confidentiality	Founded	Persistent	Train
Construct	Friendly	Persuade	Transform
Consult	Gather	Pilot projects/plans	Translate
Cooperate	Generate	Plan	Tutor
Coordinate	Graph	Positive Attitude	Verbal Ability
Counsel	Guide	Prepare	Work
Courteous	Handle logistics	Present	Independently
Create	Host	Prioritize	Write

Use the three part “formula” below to create a great bullet statement. Brainstorm information within each category and add the details and skills most relevant to your job target.

Action Verb/ Best Skill	+	Add Details & Skills	+	Results
Start with your best skill! Communicated... Designed... Analyzed...		Who? What? What skills did you use? Can you quantify?		What was the positive outcome of your effort? How did it help the client/org?

Example 1:

Action Verb	+	Details/Skills	+	Results
Communicated	+	Students and staff (who) Appointments/questions (what) Professional/friendly (skills) Problem solved (skills)	+	Positive customer experience

Before: Answered phones

After: Communicated with students about appointment scheduling and problem solved issues in a professional manner to ensure a positive customer experience.

Example 2:

Action Verb	+	Details/Skills	+	Results
Researched	+	Protein folding (what) With faculty (who) Collaboration (skills) Analyzing data (skills)	+	Presented results at research symposium

Before: Assisted faculty with research

After: Researched and analyzed protein DNA interactions in collaboration with faculty member and presented results at the Denver Research Symposium.

Personal Example:

Action Verb	+	Details/Skills	+	Results
	+		+	

Sample Bullet Statement: