

Writing Impactful Bullet Statements: Quick Tips

Bullet statements on your resume document help explain key tasks, projects, responsibilities, and results for each experience. These statements allow you to showcase transferable skills and the value that you will bring to an organization.

Quick Tips

- Expand beyond duties from your job description and demonstrate your impact and skills
- Combine your skills with successes and accomplishments in each bullet
 - For example, consider using the formula “action verb + accomplishment + outcome”
- Quantify your accomplishments by including numbers or percentages if applicable
- Avoid passive language such as “responsible for”
- Avoid using first and third person pronouns such as “I” or “she”
- Use a variety of action words and begin each bullet with an action verb
- Include key words from the job description in your bullet statements
- Use consistent formatting and spell out all acronyms

Helpful Questions to Ask Yourself When Crafting Bullet Statements

The questions below can help you to think thoughtfully about your roles and responsibilities and expand your perspective beyond solely your “job duties.” Thinking through these questions can be helpful when you are crafting impactful bullet statements.

- What were your goals and major responsibilities?
- How did you accomplish your tasks?
- Did you collaborate with others or work independently?
- What was the result of your actions?
- How did your actions benefit the organization?
- Can your results be quantified or qualified to further explain your impact?

Examples of Bullet Statements

- Trained 5 new employees on policies and procedures to reinforce health and safety guidelines
- Managed Instagram and Facebook social media accounts and increased viewership by 25%
- Collaborated with co-teacher and classroom aide to provide individualized instruction to a class of 15 second-grade students
- Led weekly meetings for a 15-member student organization, establishing agendas, delegating responsibilities, and tracking progress toward organizational goals
- Coordinated a campus event attended by 75+ students by managing logistics, communicating with campus partners, and promoting participation
- Assisted an average of 30+ customers per shift by identifying needs, answering questions, and providing timely solutions