

The Bullet Point Reference Form

Action-Oriented Language

Start each bullet point with an action verb that showcases your achievements, such as "implemented," "managed," or "developed."

Emphasize your individual contributions and accomplishments within a team or organization, highlighting your specific role and impact.

Quantifiable Achievements

Incorporate specific and measurable results or achievements to provide concrete evidence of your capabilities, such as percentages, figures, or tangible outcomes.

Use quantifiable data to demonstrate the scope and scale of your accomplishments, emphasizing your ability to deliver tangible and measurable results. This is not always possible but use numbers whenever you can.

Relevance to the Job

Tailor each bullet point to align with the specific requirements and responsibilities outlined in the job description, emphasizing skills and experiences that directly relate to the desired role.

Showcase your understanding of the position's expectations by highlighting relevant experiences and skills that make you an ideal candidate.

Demonstrate Skills and Results

Illustrate your problem-solving abilities, leadership skills, and capacity to handle challenges by explaining how your actions and decisions led to positive outcomes and impacted the organization.

Highlight instances where your skills were used, and how they contributed to the overall success or improvement of a project, task, or process.

Use of Keywords

Identify and incorporate industry-specific keywords and phrases that are commonly used within your field or desired industry to ensure your resume gets noticed by Applicant Tracking Systems (ATS).

Optimize the language and vocabulary in your bullet points to reflect the key competencies and attributes sought after in the field you are applying for.

Concise and Impactful

Keep each bullet point brief and to the point, avoiding unnecessary details and focus on the most significant aspects of your experiences and accomplishments.

Ensure that the most impactful bullet point is on the top to make it easy for hiring managers to see your key strengths and achievements.