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## How to Write Bullet Points on Resumes

When listing experience on a resume always focus on **accomplishments**.

**Action Verbs** – Bullet points should begin with an action verb that demonstrates your accomplishments clearly and gives employers relevant information on the knowledge, skills, and abilities you will bring to your next opportunity.

**Quantify and Qualify** – Quantify your accomplishments so employers can see results (*increased sales by 10% in 3 months*) and qualify how you were an outstanding employee (list awards, recognition, customer testimonials, what made you stand out). Try adding “by” or “through” to identify results of your efforts. Example: *Increased sales by using effective motivational techniques*.

**Give Credit To Experience Outside of Full-Time Jobs** – If you have extensive experience outside of paid work experience, such as volunteering, internships, clubs and organizations, and campus activities where you developed transferable skills, include these on the resume. Also, don't neglect to include temporary assignments or part-time jobs.

See the sample of how to list experience below.

### EXPERIENCE:

**Retail Sales Associate**, Target, Schaumburg, Illinois May 2005 – August 2007

- Recognized by regional manager as “Sales Associate of the Month,” June 2006.
- Utilized problem solving skills to address customer complaints that consistently resulted in repeat business.
- Achieved 99% accuracy in balancing cash drawer over two year period.

### Start Your Experience Section:

| Title                    | Company or Organization Name | City, State | Dates |
|--------------------------|------------------------------|-------------|-------|
| • _____<br>(Action verb) | _____                        | _____       | _____ |
| • _____<br>(Action verb) | _____                        | _____       | _____ |
| • _____<br>(Action verb) | _____                        | _____       | _____ |