



# Resume Bullet Points

## Overview

A good resume bullet point is concise, impactful, and tailored to the job. It should begin with a strong action verb, highlighting accomplishments and skills relevant to the position. Quantifiable achievements, such as percentages or numbers, grab attention and demonstrate tangible results. Each bullet point should focus on specific contributions, showcasing how you added value to previous roles. Tailoring bullet points to match the job description ensures relevance and resonates with hiring managers. Additionally, using keywords from the job posting can help your resume pass through applicant tracking systems. Finally, maintaining consistency in formatting and using bullet points sparingly to highlight key achievements ensures readability and clarity.

## Tips and Tricks

### Action verbs

- Begin each bullet point with strong action verbs such as "achieved," "implemented," "managed," or "led" to convey proactive involvement.

### Quantifiable results

- Highlight accomplishments with specific metrics, like "increased sales by 30%" or "reduced operating costs by \$50,000."

### Transferable skills

- Emphasize adaptable skills applicable across industries, such as "problem-solving," "communication skills," or "team collaboration."

### Technical skills

- List relevant technical proficiencies or certifications necessary for the role, like "proficient in Microsoft Office Suite" or "certified in project management."

### Achievements and awards

- Showcase notable achievements, awards, or recognitions to distinguish yourself from other candidates.

### Adaptability and flexibility

- Highlight experiences where you successfully adapted to new challenges or environments, showcasing versatility and resilience.



## Source

Washington State University (n.d). *Questions to Explore the Organization's Culture*. Academic Success Center. March, 2024, from <https://cdn-ascc.wsu.edu/wp-content/uploads/sites/157/2022/05/2022-ASCC-Resume-Guide.pdf>