



BULLET POINTS WRITING STRONG RESUME BULLET POINTS

Begin with an **ACTION VERB**

Continue with the **TASK** or **RESPONSIBILITIES** you are explaining

Describe the **PURPOSE** of accomplishing the task (why did you do the task?)

Explain the **METHOD** you utilized to accomplish the task (how did you go about doing the task; including soft/personality and hard/tangible skills)

End with the **RESULT** of your actions (what happened because you did it?)

Always be **SPECIFIC**:

The person reading the bullet point should not need to ask or guess what skills you are trying to convey. This Work Experience job description section should **answer any WHO, WHAT, WHEN, WHERE, WHY, HOW?** questions

And utilize **MEASURABLE RESULTS**:

Percentages, dollar amounts, time, volume (number of people), efficiency, or outcomes (such as satisfaction scores)

Arts Example:

Action Verb: Implemented

Task/Responsibility: a community art workshop series

Purpose: to increase public engagement and expand participation in local arts programming

Method: by collaborating with 12 local artists, coordinating event logistics, developing promotional materials, and managing participant registration

Result: attracting more than 300 attendees across six workshops, leading to a 40% increase in community participation, a 30% increase in repeat program attendance, and positive feedback from 95% of participants

(Measurable Results)

Entertainment Example:

Action Verb: Coordinated

Task/Responsibility: live event production for a regional performing arts festival

Purpose: to deliver a seamless audience experience and ensure on-time performances

Method: by scheduling production crews, managing talent logistics, overseeing technical rehearsals, and communicating with vendors and venue staff

• **Result:** supporting 25 performers and coordinating a crew of 18 staff and volunteers, resulting in 100% on-time performances, a 98% audience satisfaction rating, and attendance exceeding projections by 15%

(Measurable Result)