

ANATOMY OF A BULLET POINT

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When writing about your work experience, volunteering, or leadership activities, it is recommended that you not only express the basics of what you did, but quantify how much work you did (how many customers, clients, records etc.), and try to measure your end results or accomplishments. Results are best measured as: did you improve the situation? Save money for the organization—if so, how much? Save time by doing this more efficiently—if so, by what percentage did you speed things up? Generate income for the organization—if so, how much? Maintain an orderly environment by running things smoothly—if so, how many records did you enter and why were they important, confidential, etc.? Did you win any awards or recognitions?

“Accurately”: ADVERBs are optional to explain the way you performed your VERB.

Accurately entered over 200 records into an Access database to more efficiently track client outcomes

“entered”:
VERB—what did you do?

“over 200”
How many?

“Access database”: HOW did you enter the data, using what tools? This is optional, but good if the tools are used in your field.

“records”: WHAT did your verb act upon—what did you enter?

“to more efficiently track client outcomes”: WHY did you do this, and what was the end result? How can you measure your success?

Effectively tutored over twenty students per month, measurably improving their test scores

Adverb

VERB

Number

SUBJECT

How did you measure your number?

End result