

Your Resume Transformation: From Good to Great

Results-Oriented Bullets

In your resume, you probably highlighted skills that you developed through jobs, student organizations, and other experiences. While that makes sense for some bullet points, we need to dig deeper to showcase the *results, purpose* and *impact* of your actions. The structure for your bullets should follow this formula:

Action Verb + What You Did + How You Did It + Results/Purpose/Impact

(Pro-tip: the order of these elements may vary depending on your sentence structure)

- Ask yourself, “So what...why did this matter...what did my action(s) contribute towards?” Incorporating the answers into your bullet points makes your resume stronger and more attractive to recruiters and employers.
- Make sure to quantify wherever you can—numbers help give a more detailed description of the scope of your work/experience.

Action Verb

*Communicates:
skill, knowledge, or
accomplishment.*



What you did, how
you did it, and the
result or purpose!

*Context, detail, and
quantifiable information
make stronger bullet points.*

Examples

Good Resume	GREAT Resume
Expanded Spanish communication skills through collaboration with Spanish-speaking employees	Collaborated with 7 Spanish-speaking colleagues to increase store efficiency and decrease merchandise order errors by 10%
Developed organizational and leadership abilities by leading committee meetings	Led bi-weekly committee meetings of 8 members by facilitating discussions and monitoring goal progression; planned semester fundraiser resulting in \$2,000 raised for Special Olympics
Attended bi-weekly sessions to become a Leadership Ambassador	Participated in bi-weekly professional development sessions on leadership, teamwork, and goal-setting that led to certification as a Leadership Ambassador

The goal is to transform your resume bullets from good to great!