

ACTIVITY

RESUME BULLET ASSESSMENT

Now it's time to review your resume. Read it thoroughly, with a critical eye. Think like a hiring manager or recruiter (someone who doesn't know you). Be as unbiased as possible.

Directions: Open your resume or print it out. Review each bullet and assess whether or not it is good, needs editing or needs to be deleted. Note your assessment of each bullet on your resume.

Are your bullets:

- ☐ Interesting, engaging
- ☐ Starting with action verbs
- ☐ Supplying unique information, not something already known about the job
- ☐ Focusing on a competency
- ☐ Showing results
- ☐ Providing specificity
- ☐ Demonstrating confidence



Would I want to interview this person?

Read each bullet, and determine:

1. Good as is
2. Needs revision, some elements are good but needs some editing
3. Not good needs to be deleted and rewritten

Somehow indicate the above with every bullet on your resume (do what works for you, these are suggestions).

1. Put a star in front or highlight in green any that are Good as is
2. Circle or highlight in yellow any that Need Revision
3. Cross out or highlight in red any that are Not Good

How many bullets in total on your resume were:

1. Good as is? _____
2. Need revision? _____
3. Not good? _____