

ACTIVITY

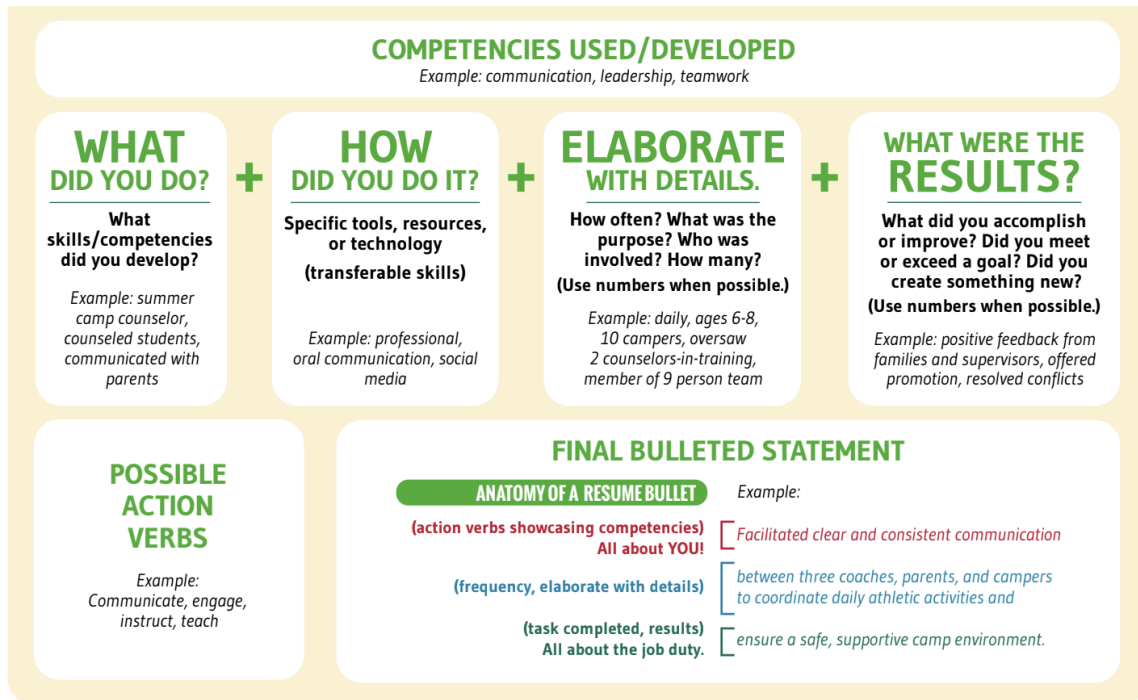
RESUME BULLET WRITING

How to construct resume bullets that will get you the attention you deserve.
Complete this Resume Bullet Writing Activity.

Refer to the work you did on the Resume Content Writing Brainstorm Activity from earlier in the course. Start with the same experience you used on the Resume Content Writing Brainstorm Activity. Think about how you utilized each competency at this experience?

Directions:

1. For each career readiness competency, think about how you used it at an experience.
2. Fill in details especially being specific or any results.
3. Choose some action verbs that express what you want to say (refer to the Action Verb list)
4. Put it all together in a bullet.
5. Use the graphic organizer below to help you.
6. Do it for EACH competency for that one experience.



TECHNOLOGY (Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals)

What did you do?

How did you do it?

Elaborate with details.

What were the results?

Action verbs:

BULLET:

CRITICAL THINKING (Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information)

What did you do?

How did you do it?

Elaborate with details.

What were the results?

Action verbs:

BULLET:

COMMUNICATION (Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization)

What did you do?

How did you do it?

Elaborate with details.

What were the results?

Action verbs:

BULLET:

PROFESSIONALISM (Knowing work environments different greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace)

What did you do?

How did you do it?

Elaborate with details.

What were the results?

Action verbs:

BULLET:

TEAMWORK (Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities)

What did you do?

How did you do it?

Elaborate with details.

What were the results?

Action verbs:

BULLET:

COMPETENCIES USED/DEVELOPED

Example: communication, leadership, teamwork

WHAT DID YOU DO?

What
skills/competencies
did you develop?

Example: summer
camp counselor,
counseled students,
communicated with
parents

+

HOW DID YOU DO IT?

Specific tools, resources,
or technology
(transferable skills)

Example: professional,
oral communication, social
media

+

ELABORATE WITH DETAILS.

How often? What was the
purpose? Who was
involved? How many?
(Use numbers when possible.)

Example: daily, ages 6-8,
10 campers, oversaw
2 counselors-in-training,
member of 9 person team

+

WHAT WERE THE RESULTS?

What did you accomplish
or improve? Did you meet
or exceed a goal? Did you
create something new?
(Use numbers when possible.)

Example: positive feedback from
families and supervisors, offered
promotion, resolved conflicts

POSSIBLE ACTION VERBS

Example:
Communicate, engage,
instruct, teach

FINAL BULLETED STATEMENT

ANATOMY OF A RESUME BULLET

Example:

(action verbs showcasing competencies)
All about YOU!

[Facilitated clear and consistent communication

(frequency, elaborate with details)

[between three coaches, parents, and campers
to coordinate daily athletic activities and

(task completed, results)
All about the job duty.

[ensure a safe, supportive camp environment.