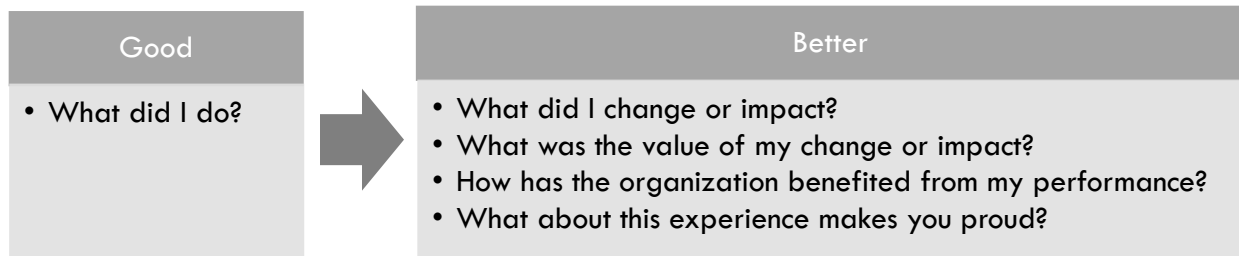


CAREER & PROFESSIONAL DEVELOPMENT CENTER

WRITING STRONG BULLET POINTS

FOCUS ON RESULTS RATHER THAN RESPONSIBILITIES

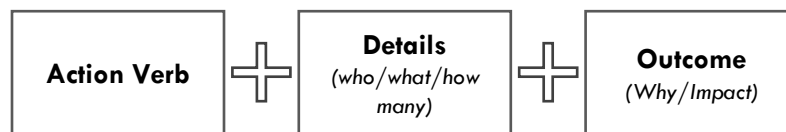
Employers care more about what you did in a job. They care about what you accomplished through those responsibilities & how you could apply that in their work context. To best present your accomplishments, ask yourself:



Now, you try

Name of Experience	What did you accomplish? How?

Now create your bullet points...



Examples

- Planned logistics for a week-long service trip to Seattle to educate students on issues of hunger & food justice.
- Developed strong intergroup communication skills by facilitating monthly meetings for executive board of 6.
- Implemented new process for group auditions, significantly increasing efficiency for decisions.