

Instructions: How to Write Succinct & Powerful Bullet Points for Your Resume

If you haven't already, you might also want [to check out the video](#) that walks you through the steps for crafting achievement-focused bullet points for your resume. Here's a written recap of that video for those who like to have written instructions (I know I do!).

First, you'll need all the brainstorms you did on paper for the first video, "[How to Overcome Resume Writer's Block.](#)" Or, if you want to skip that step (at your own peril!), take a few minutes to write down all the problems (aka "areas for improvement" or "challenges")

For each problem, what action(s) did you take to resolve the issue? To help you remember some of the things you might have done and use professional language, take a look at this list of [resume-worthy verbs](#).

1. Choose a verb from that corresponds to what you did. You might have done several things to solve a problem. Go ahead and write down each verb (action you took).

Example:

Overhauled

Streamlined

2. Now, what did you [verb], e.g., What did you *overhaul*, *streamline* and/or *transition*?

Example, maybe you...

Overhauled a manual payment process

Streamlined the accounts payable department

3. How did this/these action(s) benefit the company, your coworkers, your clients or customers? This is your **result** (or "**so that**") which will illustrate what you are capable of.

Example: All these actions led to **time saved by the AP department**, the company as a whole and it **made sure that vendors and employees alike got paid on time**. Plus, it **made our whole system more efficient with fewer errors**.

4. Now, put it all together like (adjusting language as needed) by filling in the bracketed information mad libs-style:

Verb [answer to 2] so that [**answer to 3**].

Using our example:

Overhauled a manual payment process so that the **AP department and company as a whole saved time on payment processing**.

Streamlined the AP department so that **vendors and employees alike got paid on time**, while **making the whole system more efficient with fewer errors**.

Put a bullet point in front of those suckers and presto! You have succinct and powerful bullet points. You may also combine the verbs if you want one bullet point rather than two, e.g.,

Overhauled a manual payment process and *streamlined* the AP department so that **vendors and employees got paid on time, and saved the company time while increasing efficiency with fewer errors**.