

RESUME BULLET POINTS

SIUE CAREER DEVELOPMENT CENTER

Career
Development
Center

PURPOSE

- To describe and explain your work history
- To create relevancy to the position or industry you desire
- To integrate soft skills into hard skills
- Tailor your statements towards positions applying for
 - Use the job description as a key resource

SOFT SKILLS

Transferrable into most jobs and industries.

Examples:

- Communication
- Multitasking
- Time Management

HARD SKILLS

Related to technical and language abilities, often they are taught.

Examples:

- Software programs
- Accounting
- Laboratory equipment

BULLET POINT FORMULA

ACTION VERB + TASK PERFORMED + CONTEXT

(HOW / WHY/ WHAT SKILL DID YOU DEMONSTRATE)

- This formula will help you demonstrate your skills in an appropriate manner that is concise yet specific, while providing context to someone outside of the employer
- Statements should be accomplish driven, which provides an opportunity to demonstrate successes and integrate transferrable skills into the tasks

EXAMPLES

- Filed and organized medical records using Microsoft Excel spreadsheets and a color-coded file system
- Enforced University Housing policy and procedures to ensure safety of 36 residents
- Collaborated with management and clients to discuss materials used and worked together to resolve budgeting restrictions