



WRITING BULLET STATEMENTS ON YOUR RESUME

1. Be as **specific** as possible about what you did

Ask yourself: What did you do in your role?

- **Safeway non-example:** Helped customers
- **Safeway specific example:** Created positive experiences for our customers by ensuring that all questions/requests of customers were answered

2. Speak to the specific **impact** you had as much as possible

Ask yourself: How did your actions help you achieve a goal? Did you help others?

- **Non-example:** Tutored students
- **Example:** Helped **five 6-8th grade** students that were below grade level achieve **passing grades** in math

3. Use numbers when possible

Ask yourself: How can you use numbers in your description?

- **Non-example:** Hosted a bake sale to raise money for the track team
- **Example:** Planned and implemented **three bake sales** that raised **\$340** for the track team

Exercise: Improve the following example with your Career Coach and your partner

Non-example: ***Participated on basketball team***

1. What did you actually do on the basketball team?
2. Did you achieve any goals as a team? How did you help achieve the goals? (example: win a tournament, etc.) Who did you help in your role?
3. How can you use numbers in your description?
4. Draft an improved descriptive example with a partner:



Choose an experience from your Best Self worksheet (job, volunteer activity, etc.)

1. What did you actually do in this role?
2. Did you achieve any goals in this job/role? Did you help a team achieve a goal? Who did you help in your role?
3. How can you use numbers in your description?
4. Write descriptive bullets for your resume:

Choose another experience from your Best Self worksheet (job, volunteer activity, etc.)

1. What did you actually do in this role?
2. Did you achieve any goals in this job/role? Did you help a team achieve a goal? Who did you help in your role?
3. How can you use numbers in your description?
4. Write descriptive bullets for your resume: