

# WRITING EFFECTIVE BULLETED STATEMENTS

Effective bulleted statements focus on what was accomplished in a position, not just the job duties. In writing bulleted descriptions, consider the following tips:

- Quantify the results of projects
- Describe the skills most relevant to the position for which you are applying
- Begin bullets with action verbs
- Add adverbs and adjectives that effectively describe your work achievements

## SAMPLE ACHIEVEMENTS

### ATHLETICS

- Nominated by teammates and coaching staff to serve as senior captain; led team with a strong work ethic and positive attitude on and off the field

### CLUBS/ORGANIZATIONS

- Established, organized and gained support for a new student group to meet the needs of transfer students on campus

### ADMISSIONS TOUR GUIDE

- Utilized verbal and nonverbal communication skills while providing over 50 informative and personalized campus tours

### RESIDENTIAL ADVISOR

- Planned and led 10 activities for 35 first-year students to build relationships and create a positive living environment

### SERVICE LEARNING TRIP/STUDY ABROAD

- Listened to and interacted with individuals from diverse backgrounds to develop a deeper understanding and view of homelessness, gangs, and poverty

### VOLUNTEERISM

- Volunteered as weekly reading partner with elementary school child to encourage reading and to act as a positive adult role model

### INTERNSHIP

- Created and implemented a social media kit for the Crow Wing County Human Service Program
- Performed patient assessments and applied advanced nursing skills in Level II Trauma center

### FRESHWATER REVIEW

- Read and reviewed 100+ poems and short stories and selected 35 for on-campus literary journal

### CAMPUS EMPLOYMENT

- Independently managed prompt and thorough cleaning of 10 dorm/apartment rooms per shift according to a detailed plan
- Demonstrated advanced customer service skills while interacting and communicating with all customers at campus bookstore