

How to Write a Resume Bullet

Fillable Worksheet on Page 2.

To save your work, view in Adobe Reader or Google Suite Lumin PDF plugin.

From Duty to Transferable Skill

The purpose of your resume is not to report what you did, rather it is to showcase your capabilities as transferable skills. Transferable skills are abilities that may be learned in one setting and applied in a different setting.

This example outlines how a job duty can be developed into a transferable skill that appeals to employers.

Step 1: Brainstorm the basics

Take any experience you have had—employment, internship, volunteer, activity. Fill out the grid below.

Sample Position: Office Assistant at a construction firm last summer

What Did You Do? (Action)	What Happened? (Result)	Why Did You Do It? (Reason)
<ul style="list-style-type: none">I filed customer information	<ul style="list-style-type: none">Folders were alphabetized	<ul style="list-style-type: none">Staff needed easy access

Step 2: Think about the transferable skill

What transferable skill would you like to show with this job duty? Look at the Action Words handout:

Organizational

Step 3: Connect the information

Connect the information in each column. Start with an action word (verb), not a personal pronoun ("I").

Filed customer information

so folders were alphabetized

and staff had easy access

What Did You Do? (Action)

What Happened? (Result)

Why Did You Do It? (Reason)

Starter bullet: Filed customer information so folders were alphabetized and staff had easy access.

Step 4: Add details to your bullet

Adding details can help give the reader a clearer picture. Think: how much, how many, how often or how long? You may have to adjust your original bullet to accommodate this new information.

Revised bullet: Filed **over 200** folders of customer information alphabetically **every day** resulting in easy access for staff.

Now, it's your turn...

Fillable form fields below.
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Step 1: Brainstorm the basics

Take any experience you have had—employment, internship, volunteer, activity. Fill out the grid below.

Position: _____

What Did You Do? (Action)	What Happened? (Result)	Why Did You Do It? (Reason)

Step 2: Think about the transferable skill

What transferable skill would you like to show with this job duty? Look at the Action Words handout: _____

Step 3: Connect the information

Connect the information in each column. Start with an action word (verb), not a personal pronoun ("I").

_____	_____	_____
What Did You Do? (Action)	What Happened? (Result)	Why Did You Do It? (Reason)

Starter bullet: _____

Step 4: Add details to your bullet

Adding details can help give the reader a clearer picture. Think: how much, how many, how often or how long? You may have to adjust your original bullet to accommodate this new information.

Revised bullet: