

7 Steps to Developing Effective Resume Content

“Bullets (or bullet points) are small dots, squares, dashes or graphics that begin a short descriptive phrase. Bullets are used rather than sentences...” – www.about.com

- Step 1:** Describe the overall task/project/accomplishment.
- Step 2:** Who was the customer, i.e., who benefits from this task/project/accomplishment? List as many as possible, i.e., direct and indirect customers.
- Step 3:** Why was the task/project/accomplishment necessary? List as many as reasons as possible.
- Step 4:** What problem was solved, or prevented, with this task/project/accomplishment? List as many as possible.
- Step 5:** Consider whether this task/project/accomplishment reduced time?
- Reduced time – How much time?
 - Increased efficiency – How?
 - Increased revenue – How much revenue was increased?
 - Managed revenue – What was the amount of the budget?
- Step 6:** Draft new bullet points using the answers from steps 2 through 5 along with the Verb List.
- Step 7:** Consider the following: Does your revised bullet point...
- Incorporate the answers to Steps 2 through 5?
 - Extend past the halfway point of the page margin?
 - Contain an acronym? If so, does it have an obvious definition?
 - Clearly explain the task without a verbal explanation?