

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/accomplishment.

Step 2: Who was the customer, i.e., who benefits from this task? List as many as possible, i.e., direct and indirect customers.

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Step 3: Why was the task necessary? List as many as reasons as possible.

Step 4: What problem was solved, or prevented, with this task? List as many as possible.

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Step 5: Check all outcomes apply to this task?

- Reduced time Increased efficiency Increased revenue Managed revenue

Step 6: Draft new bullet points using the answers from steps 2 through 5 along with the Verb List.

Strong Verb	One or Two-Word Description	One or Two-Word Description	One or Two-Word Description

Re-written Tasks/Accomplishments

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Step 7: Consider the following: Does your revised bullet point...

- Incorporate the answers to Steps 2 through 4?
- 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?