

## Bullet Point Statement Writing

Using effective and persuasive language when writing a resume can be a difficult task. Employers will spend a brief amount of time looking through your resume, so it's important to make an impact through your bullet points listed under your experiences. Below, you will find what a general bullet point example might look like followed by examples of stronger, more concrete examples including quantifying and transferable skills usage.

### General Example

#### Events Coordinator

June 2017 – Present

Public Health Society, Riverside, CA

- Responsible for organizing events and panels

> In this example, it is not clear what the candidate did to organize events and panels, what skills they used, or what kind of events and panels they organized. Because of this, the writer misses the chance to showcase the skills used to carry out this task.

### Strong, Concrete Example 1

#### Events Coordinator

June 2017 – Present

Public Health Society, Riverside, CA

- **Plan and coordinate panels on public health for audiences of 25–50 undergraduates on a bi-monthly basis**
- Identify and contact health professionals in the community to participate in panels
- Create marketing materials and publicize events through social media

> In this example, the **first bullet point** clearly highlights organizational skills. It also lets the employer know the scope, target audience, and frequency of the events. This efficiently illustrates the candidate's abilities and experience.

### Strong, Concrete Example 2

#### Events Coordinator

June 2017 – Present

Public Health Society, Riverside, CA

- Plan and coordinate panels on public health for audiences of 25–50 undergraduates on a bi-monthly basis
- **Identify and contact health professionals in the community to participate in panels**
- Create marketing materials and publicize events through social media

> In this example, the **second bullet point** indicates research and interpersonal skills, which were used to secure panelists. It also demonstrates the ability to communicate with professionals outside of the university.

### Strong, Concrete Example 3

#### Events Coordinator

June 2017 – Present

Public Health Society, Riverside, CA

- Plan and coordinate panels on public health for audiences of 25–50 undergraduates on a bi-monthly basis
- Identify and contact health professionals in the community to participate in panels
- **Create marketing materials and publicize events through social media**

> In this example, the **third bullet** highlights a specific business skill and/or the ability to be strategic in marketing, as well as familiarity with using social media for marketing purposes.

Adapted from <https://www.careereducation.columbia.edu/resources/resumes-impact-creating-strong-bullet-points>