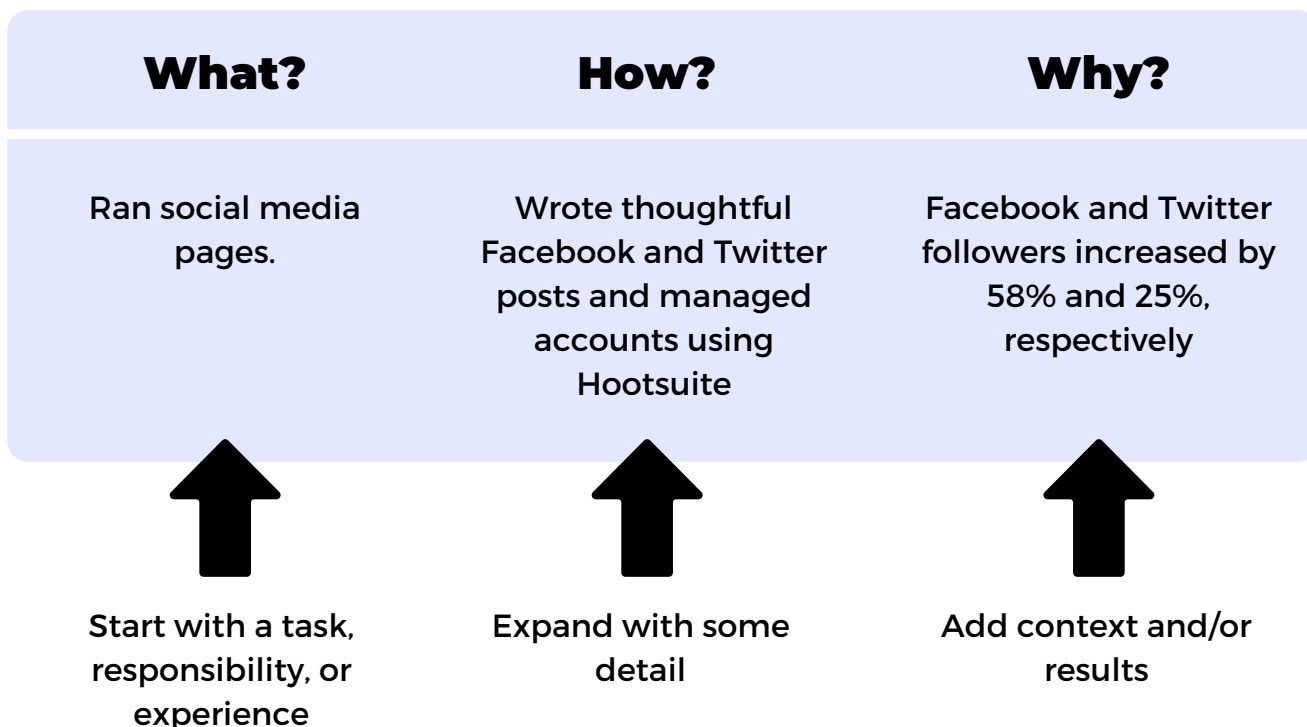


Write Better Bullet Points

Using bullet points is an effective way to express your accomplishments and skills on your résumé. To construct an effective bullet point, ask yourself, “What did I do?”, “How did I do it?”, and “Why did I do it/What were the results?”



EXAMPLE



EXAMPLE

Awesome Bullet Points Examples:

- Effectively managed daily social media communications on Facebook and Twitter and scheduled posts using Hootsuite
- Increased followers on Facebook by 58% and Twitter by 25% by posting relevant and interactive content

Each bullet point should start with a strong action verb. If the experience is still occurring, the verb is in present tense. If it has ended, past tense is used.