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?"



What? How? Why? Ran social media Wrote thoughtful Facebook and Twitter **Facebook and Twitter** followers increased by pages. posts and managed 58% and 25%. accounts using respectively Hootsuite Start with a task, Expand with some Add context and/or responsibility, or detail results

Awesome Bullet Points Examples:

experience

- 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.

