

Writing Strong Bullet Points

This worksheet will help you turn your experiences into strong resume bullet points that show **what you did** and **why it matters**. Even if your job or experience feels “basic,” you have skills and impact. This activity helps you **highlight them clearly and professionally**.

STEP 1: Start With Your Experience

Choose one experience:

- Job
- Volunteer work
- School project
- Family responsibility
- Internship

Your Role/Experience: _____

STEP 2: What Did You Do?

List 3-5 tasks you performed.

1. _____
2. _____
3. _____
4. _____
5. _____

STEP 4: Identify Skills You Used

Think about what skills you used while doing those tasks. Examples: Communication, Teamwork, Time management, Customer service, Problem-solving, Organization

Task #1 Skill(s): _____

Task #2 Skill(s): _____

Task #3 Skill(s): _____

Task #4 Skill(s): _____

Task #5 Skill(s): _____



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STEP 4: Add Context (Make it Stronger)

Answer one or more of these:

- Did you work with people or customers?
- Was it fast-paced?
- Did you solve problems?
- Did you handle responsibility?
- Did you follow rules or procedures?

Write a sentence describing the situation:

STEP 5: Build Your Bullet Point

Use this formula:

Action Verb + What You Did + Skill or Result

_____ + _____ +
_____.

Action Verb Examples: Assisted | Managed | Organized | Communicated | Supported | Maintained
Coordinated | Provided | Helped | Completed

Write Your Bullet Points

Basic Version (What you wrote before): _____

Improved Resume Bullet:



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EXAMPLES:

X Worked as a cashier

> Processed customer transactions accurately while providing professional service in fast-paced environment.

X Helped customers

> Assisted customers with questions and purchases while maintaining a positive experience.

X Did group projects

> Collaborated with team members to complete projects on time and meet assignment goals.

STEP 6: Create Two Final Bullet Points

1. _____.
2. _____.

STEP 7: Reflection

- What skill shows up most in your bullet points?

- What are you most proud of from this experience?

- How could this help you in a future job?

