

Building Your Resume: Job Description Bullet Points

Strong Verbs		Weak Verbs
Apply	(Re)organize / Overhaul	Assist / Help / Aid
Conduct	Promote	Deal (with) / Handle
Coordinate / Facilitate	Write	Gain / Receive
Create / Design	Analyze / Classify / Investigate	Learn / Seek out
Collaborate	Research / Discover	Set up
Establish / Expand	Complete	Enhance

See reverse side for more verbs!

- 1) Start each bullet point with a **Strong Verb**: avoid “Responsible for...”
- 2) Describe the Task: include the **Purpose** or **Result**
- 3) Use **Specifics**: include relevant **details** and/or quantify using **numbers**

Example bullet points:

- ~~Duties included creating lesson plans and teaching.~~
 - **Designed and implemented lesson plans, which accommodated a variety of learning styles, for a classroom of 25 first-grade students.**
- ~~Helped my supervisor research marketing strategies.~~
 - **Analyzed and launched marketing strategies in collaboration with my supervisor, which increased website traffic by 15% over 1 year.**
- ~~Worked on group projects with co-workers.~~
 - **Collaborated with a team to organize a fundraiser, which raised \$1200 for Girls Inc.**
- ~~Responsible for administrative assistance, and answering phone calls and emails.~~
 - ***(Don't bother including this one!)***

Resume Strong Verbs List

Your resume bullet points should each have: 1) Strong verb, 2) Purpose or result, 3) Specifics

<u>Common Strong Verbs</u>		
Design	Increase	Collaborate
Develop	Expand	Facilitate
Organize	Promote	Ensure

RESEARCH/ORGANIZATIONAL VERBS

Analyze	(Re) organize
Identify	Interpret
Evaluate	Collect
Compile	Restructure
Research	Review
Devise	Categorize/classify
Clarify	Streamline
Document	Assess
Survey	Investigate

CREATIVE VERBS

Customize	Conceptualize
Design	Establish
Create	Develop
Integrate	Revamp
Compose	Launch

MANAGEMENT VERBS

Manage	Supervise
Organize	Train
Coordinate	Evaluate
Mentor	Delegate
Lead	Implement
Hire/ Recruit	Oversee
Advise	Facilitate
Establish	Allocate

TEACHING VERBS

Teach/Instruct	Mentor
Motivate	Encourage
Facilitate	Coordinate
Communicate	Advise
Guide	Demystify
Evaluate	Assess
Design	Develop

COMMUNICATION VERBS

Author	Present
Edit	Market
Compose	Negotiate
Publish	Moderate
Translate	Foster
Address	Correspond
Promote	Publicize
Recommend	Refer
Interview	Inform
Propose	Persuade

TECHNICAL VERBS

Program	Engineer
Code	Construct
Upgrade	Build
Install	Construct
Diagnose	Automate
Integrate	Augment
Troubleshoot	Overhaul

TEAMWORK VERBS

Collaborate	Suggest
Facilitate	Cultivate
Support	Resolve

ANALYTICAL/CRITICAL THINKING

Analyze	Determine
Diagnose	Investigate
Evaluate	Examine
Identify	Review

ADMIN/CLERICAL VERBS

Maintain	Schedule
Compile	Purchase