



Resume the Right Way

Bullet points are a great way to showcase your skills and experience on a resume.
The most effective bullet points are constructed using:

Action Verb + Subject + (Strong) quantifiable ending

1. Synthesized 12 months of company records into 1 easily-readable spreadsheet.
2. Created and delivered over 10 presentations a month to upper management each quarter.
3. Made over 20 calls a day to prospective clients adding over 100 new sales leads.
4. Expanded social media presence and increased pageviews by 500 each month.
5. Published posts and photos on social media to increase followership by 1,000 in under 3 months.
6. Prepared and delivered over 10 sales pitches each week to prospective clients.
7. Synthesized over 20 pages of unorganized product information into a cohesive guidebook used company-wide.
8. Contributed at least 1 article a week to writerswild.com.
9. Contributed at least 2 articles a week to the online publication Coder's Weekly.
10. Created coding for 2 games featured on monster.org.
11. Contributed to tips and tricks column of Hacker Magazine's HTML section.
12. Placed 1st out of 6 in the 100-yard dash in over 4 different track meets.
13. Threw 22 touchdown passes in a single season.
14. Averaged over 30 points every game for 7 consecutive weeks.
15. Won employee of the month award 2 times in 6 months.
16. Created and delivered over 10 lesson plans each week.
17. Placed 2nd out of 10 in 4 math competitions in a 3-month period.
18. Received scores of 10/10 on over 15 different lesson observations in 4 months.
19. Coordinated with community members to set-up over 4 events in 6 months.
20. Collaborated with sales and marketing departments to improve forecast accuracy, thus reducing production of extra or outdated products



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21. Closed an average of seven customer support tickets per day and received positive feedback from internal clients.
22. Assisted in creating over 12 go to market strategies for a product launch and increased our social media presence by adding 102 active followers.
23. Recorded over 50 payments from small to medium size businesses, which reduced operating costs.
24. Completed more than 80 service learning hours and received special recognition in a local Chicago magazine.
25. Supervised two infants ages 3 & 5 for over 20+ hours per week and tutored each of them.
26. Volunteered at two annual fundraising events and raised over \$3,000.
27. Founded a student-led organization that promoted social justice and that reached over 25 members.