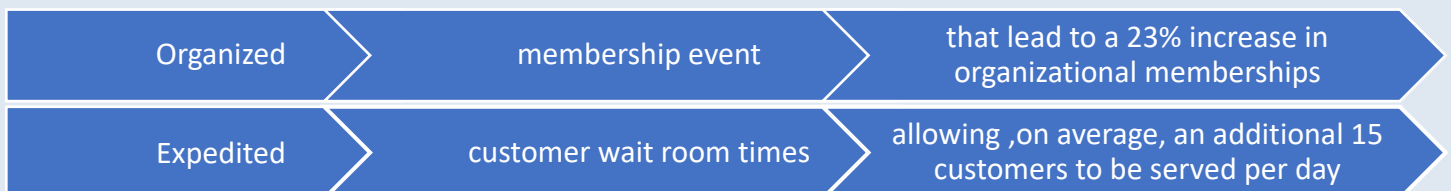
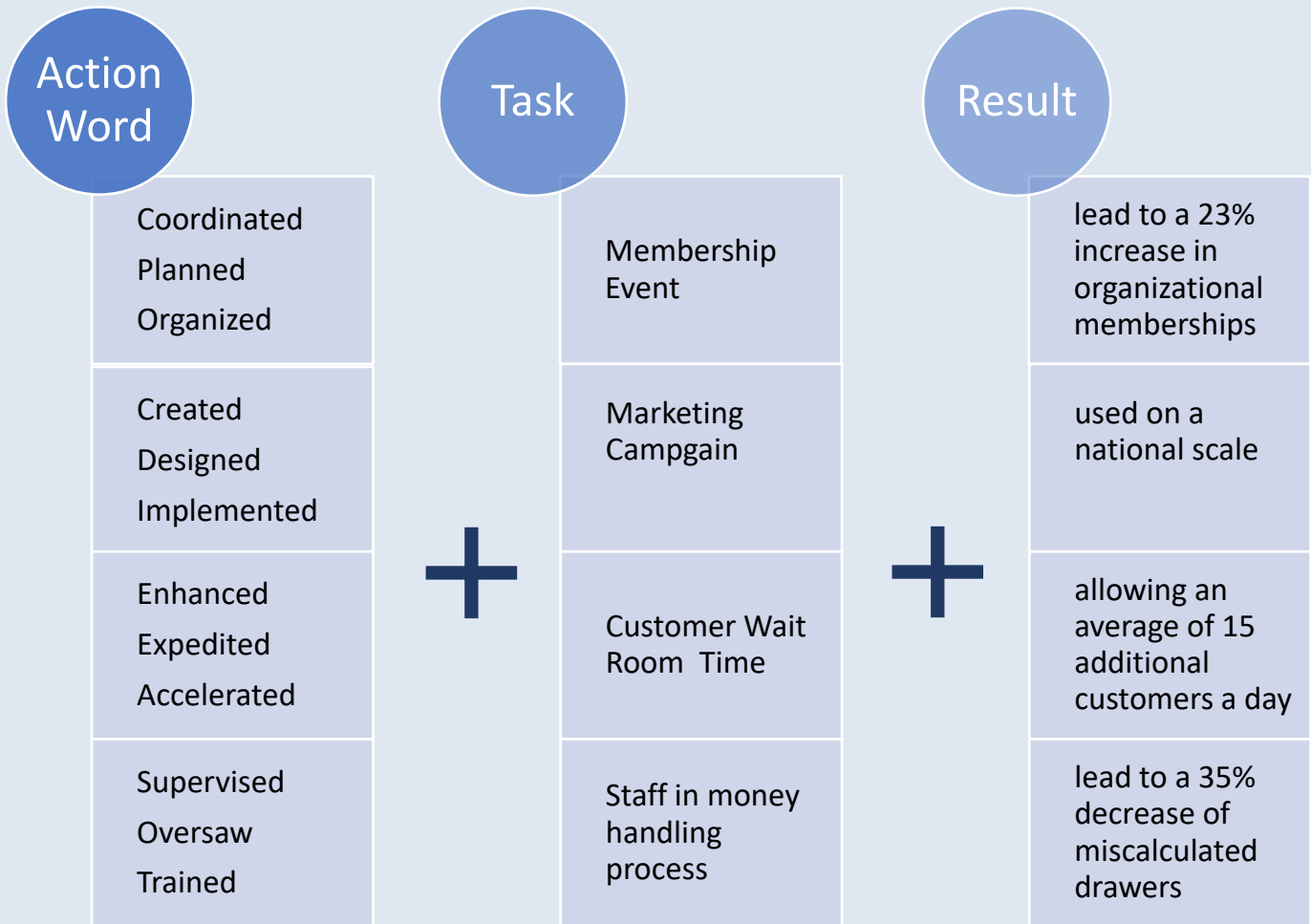


Step 3: Writing powerful bullet statements.

Did you know most recruiters will spend 6 seconds, on average, looking at your résumé? Therefore, the best way to organize your information is with bullet statements, not paragraphs!

$$(A.W. + T) + R \equiv B.S.$$

(Action Word + Task) + Result = Bullet Statement



Action Words

Project Leader

Chaired	Coordinated	Headed	Orchestrated	Oversaw	Produced	Programmed
Controlled	Executed	Operated	Organized	Planned		

Project Developer/Creator

Administered	Designed	Engineered	Formalized	Implemented	Instituted	Pioneered
Built	Developed	Established	Formed	Incorporated	Introduced	Spearheaded
Created	Devised	Founded	Formulated	Initiated	Launched	

Saved Time & Money

Conserved	Decreased	Diagnosed	Lessened	Reconciled	Reduced	Yielded
Consolidated	Deducted					

Increased Efficiency, Sales, Revenue, or Customer Satisfaction

Accelerated	Amplified	Delivered	Expedited	Generated	Maximized	Stimulated
Achieved	Boosted	Enhanced	Furthered	Improved	Outpaced	Sustained
Advanced	Capitalized	Expanded	Gained	Lifted		

Changed or Improved Something

Centralized	Influenced	Overhauled	Rehabilitated	Restructured	Standardized	Updated
Clarified	Integrated	Redesigned	Remodeled	Revamped	Streamlined	Upgraded
Converted	Merged	Refined	Reorganized	Revitalized	Strengthened	Transformed
Customized	Modified	Refocused	Replaced	Simplified		

Managed a Team

Aligned	Enabled	Guided	Mentored	Recruited	Supervised	Unified
Cultivated	Facilitated	Hired	Mobilized	Regulated	Taught	United
Directed	Fostered	Inspired	Motivated	Shaped	Trained	

Supported Customers

Advised	Arbitrated	Consulted	Educated	Fielded	Informed	Resolved
Advocated	Coached					

Conducted Research

Analyzed	Audited	Evaluated	Forecasted	Investigated	Qualified	Tested
Assembled	Calculated	Examined	Identified	Mapped	Quantified	Tracked
Assessed	Discovered	Explored	Interpreted	Measured	Surveyed	

Wrote or Communicated

Authored	Co-authored	Convinced	Critiqued	Edited	Persuaded	Publicized
Briefed	Composed	Corresponded	Defined	Illustrated	Promoted	Reviewed
Campaigned	Conveyed	Counseled	Documented	Lobbied		

Oversaw or Regulated

Authorized	Delegated	Enforced	Inspected	Monitored	Scrutinized	Verified
Blocked	Dispatched	Ensured	Itemized	Screened		

Achieved Something

Attained	Completed	Earned	Outperformed	Showcased	Surpassed	Targeted
Awarded	Demonstrated	Exceeded	Reached	Succeeded		

*Editor (2020, May 11). 185 Action Verbs That'll Make Your Resume Awesome. Retrieved June 08, 2020, from <https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

Have Questions? Contact the Employment Hub at JC-CCE@jccmi.edu or visit us in BW 124