

# How to Write Bullet Point Phrases for Your Resume

## USE STRONG ACTION VERBS:

- **Action Statements:** often begin with a bullet, a strong action verb, and indicate an action you did because of an issue, situation, or task you encountered at your job or internship. As when answering interview questions, try utilizing the CAR Technique to develop your action statements.
- **Should consist of (Utilizing CAR Technique):**
  - **Context (C):** An identified situation you encountered, task you were completing, or responsibility you were assigned as part of your job description
  - **Action (A):** Describe the action you took to solve the situation
  - **Result (R):** Describe the results of your action (Ex: A Skill demonstrated and or an outcome of the action taken)
- **A good action statement should contain:**
  - An action verb describing what you did rather than simply your duties/responsibilities.
  - Detailed statement of your activities (how much money did you raise? How many people did you serve? Were you required to meet deadlines? What kind of research were you involved with? What were the outcomes you contributed to? How did the outcomes improve your company/organization?)
  - Use quantitative data to highlight your accomplishments
    - ❖ Ex: Outcomes given in measurements such as, numbers/percent's, amount of money, and or value added for customers via your contribution.
  - While writing your action statements, identify what you contributed to the work environment rather than just restating your job description
  - Tailor action statements to the job and organization/company you will be applying to

## EXAMPLES:

- Served 50+ customers per hour as a lead team member in fast-paced restaurant
- Edited 10 news articles per week while diligently meeting deadlines for The Paisano, a student run newspaper for the University of Texas at San Antonio community
- Supervised the well-being of 10 students aged 11-14 at an academic summer camp for musically gifted middle school students
- Maintained outpatient clinic protocol to ensure confidentiality of over 150 client files

Action Verb List for Resumes and Cover Letters

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills	Clerical or Detail Skills	Other Verbs
administered	addressed	clarified	assembled	adapted	administered	acted	assessed	approved	achieved
analyzed	arbitrated	collected	built	advised	allocated	conceptualized	assisted	arranged	expanded
assigned	arranged	critiqued	calculated	clarified	analyzed	created	clarified	catalogued	improved
attained	authored	diagnosed	computed	coached	appraised	customized	coached	classified	pioneered
chaired	collaborated	evaluated	designed	communicated	audited	designed	counseled	collected	reduced
consolidated	convinced	examined	devised	demystified	balanced	developed	demonstrated	compiled	(losses)
contracted	corresponded	extracted	engineered	developed	budgeted	directed	diagnosed	dispatched	resolved
coordinated	developed	identified	fabricated	enabled	calculated	established	educated	executed	(problems)
delegated	directed	inspected	maintained	encouraged	computed	fashioned	expedited	generated	restored
developed	drafted	interviewed	operated	evaluated	developed	illustrated	facilitated	implemented	spearheaded
directed	edited	organized	overhauled	explained	forecasted	initiated	guided	inspected	transformed
evaluated	enlisted	reviewed	programmed	facilitated	managed	instituted	motivated	monitored	
executed	formulated	summarized	remodeled	guided	marketed	integrated	referred	operated	
improved	influenced	surveyed	repaired	informed	planned	introduced	rehabilitated	prepared	
increased	interpreted	systematized	solved	instructed	projected	invented	represented	processed	
organized	mediated		upgraded	persuaded	researched	originated		purchased	
oversaw	moderated			set goals		performed		recorded	
planned	negotiated			stimulated		planned		retrieved	
prioritized	persuaded			trained		revitalized		screened	
produced	promoted					shaped		specified	
recommended	publicized							systematized	
reviewed	reconciled							tabulated	
scheduled	recruited							validated	
strengthened	spoke								
supervised	translated								
	wrote								

# FIRSTNAME LASTNAME

City, STATE | (###) ### – #### | firstname.lastname@my.utsa.edu | linkedin.com/in/firstandlastname (optional)

## SUMMARY OF QUALIFICATIONS

- Emphasize skills/experience/knowledge you can offer the employer that matches the job posting
- Add relevant soft skills (e.g., Demonstrates exceptional communication skills, written and verbal)
- Additional relevant knowledge, skills, and abilities (e.g., Exhibits critical thinking in all areas of work)
- Add if you are multilingual (e.g., Fluent in English and Spanish; reading, writing, speaking)

**Computer Skills:** Microsoft Word Office Suite (Outlook, Teams, Word, PowerPoint, Excel), Adobe

**Technical Skills:** List specific tech + software platforms, programming languages, laboratory skills, statistical methods, and areas of expertise the job posting mentions that you have experience with (if you are a Computer Science or STEM major, this can be its own section)

## EDUCATION

The University of Texas at San Antonio

Expected Graduation: May 2026

**Bachelor of Science/Arts in LIST MAJOR HERE**

**GPA: #.## (List only if above 3.0)**

**Awards:** Honor Roll Spring ####, Dean's List Fall #### & Fall ####, President's list Spring #### (if applicable)

**Organizations:** Student Org Name, Student Org Name

**Relevant Coursework:** List upper division courses (only if it closes a knowledge gap from the job posting)

## EXPERIENCE

**Role, Company or Organization** – San Antonio, TX

**Sep 2023 – Present**

- Responsibilities and accomplishments achieved as it relates to job duties for role of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent first)

**Intern Role, Company or Organization** – San Antonio, TX

**Jun 2023 – Aug 2023**

- Responsibilities and accomplishments achieved as it relates to job duties for role of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent first)

## PROJECTS

**Name of project, Name of Course**

**Month Year**

- Topic-related to position and/or skill development related
- Add what you accomplished in the project relevant to desired role
- Action-oriented + paraphrased statements, using job posting to guide you

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**Month Year**

- Topic-related to position and/or skill development related
- Add what you accomplished in the project relevant to desired role
- Action-oriented + paraphrased statements, using job posting to guide you

## COMMUNITY INVOLVEMENT

**Local Organization**

**Month Year – Month Year**

- Responsibilities and accomplishments achieved as it relates to job duties for position of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent first)

## ADDITIONAL EXPERIENCE

**Role, Company or Organization** – San Antonio, TX

**Month Year – Month Year**

**Role, Company or Organization** – San Antonio, TX

**Month Year – Month Year**