

WRITING STRONG RESUME BULLETS

STAR Method

Your bullet points should promote your transferable skills, demonstrate your ability to make an impact, and show a history of success. See step-by-step directions to help you get started.

1. Determine 5-7 skills that are most relevant to your target audience

- *MBA level skills include:*
- Analytics / Problem Solving / Research
- Communication / Interpersonal skills
- Leadership / Teamwork / Mentorship
- Quantitative skills
- Creativity / Innovation

2. Identify your key accomplishments and list key skills used in each accomplishment

- What did you create/build? What ideas/concepts did you develop?
- Did you direct people or projects?
- What problems were you able to solve? What challenges did you overcome?
- What were you most proud of at your previous job? Did you receive any awards or promotions?

3. STAR Method (Situation-Task-Action-Result) - Pick the accomplishments which demonstrate 5-7 relevant skills. List the following for each accomplishment

- What you did (describe the *situation* that you were in or the *task* that you needed to accomplish)
- How you did it (*actions* you took)
- The impact of your actions (*results*)

4. Write each bullet point in a manner that demonstrates the situation or task, the action taken and the result of your accomplishment

- Start bullet points with active verbs
- Pick the first words of each bullet point wisely; start with your relevant skill or your impact
- Eliminate any jargon that is not relevant, but incorporate relevant jargon
- Quantify (#, %, \$) your impact. Did sales/profits increase? Did costs decrease? Was time saved? Did you exceed your goals? If so, by how much?
- Provide context/scope when quantifiable results are not available. Consider the intended impact or results vs. last year or vs. your peers. Include whether or not you received any commendation.

***Example bullet points (by target industry/function):

- **Consulting:** "Led an eight person team in the design and development of a \$10M new technology project, and finished one week ahead of schedule with a saving of 10%"
- **Finance:** "Structured, scheduled and forecasted a \$10M project using cost analysis tools and logistics modeling, which improved efficiencies and reduced costs by 10%"
- **Product Management:** "Led a cross-functional team of eight in the research, design, and feature development of innovative software. Launched one week ahead of schedule with a saving of 10%"