

Writing Strong Bullet Points

Begin with an **ACTION VERB**

Continue with the **TASK** or **RESPONSIBILITIES** you are explaining

Describe the **PURPOSE** of accomplishing the task (why did you do the task?)

Explain the **METHOD** you utilized to accomplish the task (how did you go about doing the task; including soft/personality and hard/tangible skills)

End with the **RESULT** of your actions (what happened because you did it?)

Always be **SPECIFIC**:

The person reading the bullet point should not need to ask or guess what skills you are trying to convey. This Work Experience job description section should **answer any WHO, WHAT, WHEN, WHERE, WHY, HOW?** questions

And utilize **MEASURABLE RESULTS**:

Percentages, dollar amounts, time, volume (number of people), efficiency, or outcomes (such as satisfaction scores)

Health Example:

(Action Verb) Implemented

(Task/Responsibility) a patient follow-up call system to monitor post-discharge recovery

(Purpose) to reduce hospital readmission rates and improve patient outcomes

(Method) by training a team of 5 staff members **(Measurable Result)**, developing standardized call scripts, and using electronic health record (EHR) software to track patient data

(Result) leading to a 20% decrease in 30-day readmissions and a 25% increase in patient satisfaction scores **(Measurable Result)**

Technology Example:

(Action Verb) Developed

(Task/Responsibility) a centralized data dashboard to track user engagement and system performance metrics

(Purpose) to enable leadership to make faster, data-driven product decisions

(Method) by collaborating with cross-functional teams, gathering stakeholder requirements, and utilizing SQL, Tableau, and Agile project management practices

(Result) resulting in a 30% reduction in reporting time and a 15% increase in feature adoption within 6 months **(Measurable Result)**