



BULLET POINTS FOR YOUR RESUME

Writing effective bullet points for your resume is crucial because they provide a concise and impactful way to showcase your qualifications, achievements, and experiences.

Using the WHAT-HOW-WHY-RESULT method ensures that your bullet points not only describe your responsibilities but also provide context and emphasize the positive outcomes of your actions. This makes your achievements more compelling and helps potential employers understand the value you can bring to their organization.

WHAT	HOW	WHY	RESULT
Describe the task or responsibility.	Explain how you accomplished the task or responsibility.	Provide context or the reason behind the task.	Highlight the positive outcome or achievement.

What + Why + How + Result = an excellent resume bullet

Need assistance with your resume? Meet with Us!

Schedule an appointment on Handshake or stop in during walk-in hours.

The Career Consultants and Career Ambassadors are here to help you feel career-ready!



Virtual Resume Drop Box

Looking for a digital way to get your resume reviewed? Submit your resume to the drop box on our website to have our team review your document and send you virtual feedback!

utoledo.edu/career/students/resume-dropbox.html

EXAMPLES OF THE WHAT+HOW+WHY+RESULT METHOD

EXAMPLE 1:

1. **What:** Created a brochure.
2. **What + How:** Created a brochure using InDesign.
3. **What + How + Why:** Create a brochure using InDesign to generate customer interest in the company's new line of fall clothing.
4. **What + How + Why + Result:** Created a brochure using InDesign to generate customer interest in the company's new line of fall clothing, resulting in high praise from the Director of Marketing.

Putting It All Together With Action Verbs

Created a colorful and eye-catching marketing brochure using InDesign to generate customer interest in the company's new line of fall clothing, resulting in high praise from the Director of Marketing.

EXAMPLE 2:

What: Tutored students

What + How: Tutored students using various methods to adjust for different learning styles.

What + How + Why: Tutored students using various methods of learning styles to help them retain information and improve both grades and overall performance in math and English.

AI & CHATGPT AND BULLET POINTS

ChatGPT and other generative AI can streamline aspects of resume writing. Like other tools, it works best if you know how to use them effectively and ethically.

1. **Exercise Caution:** be mindful when sharing personally identifiable information with chatbots/AI. For example, if you insert your resume into the chat for feedback, do so without including your name, email address, phone number, etc.
2. **Be Honest:** Ensure that the skills and data presented in your bullet points accurately reflect your professional achievements rather than what AI fabricates for you.
3. **Maintain a Personal Touch:** While AI can assist in generating content, ensure your resume reflects your unique personality and experiences. Rewrite any AI-generated materials so that it sounds genuine and personal.

Sample ChatGPT Food Server Bullet Points

Server	20xx - Present
XYZ Restaurant, City, State	
Original Bullet Point	
x Greeted customers	
ChatGPT Bullet Point	
x Greeted and assisted customers in a friendly and welcoming manner, enhancing their dining experience.	
Customized Bullet Point	
x Greeted and assisted up to 30 customers, seated at five tables at one time, and enhanced their experience with the ability to multitask.	