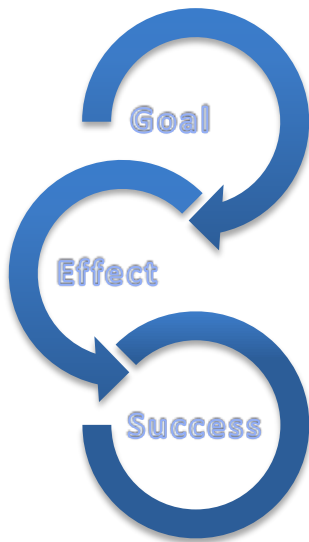


Developing Strong Resume Content: Constructing a Strong Bulleted Statement

Describing your “duties” or “responsibilities” in an effective manner can be a daunting task. This process can be simplified by breaking the tasks into three distinctive components:



The objective or purpose of the task

The outcome or result of the task

The benefit of the task and how the contribution positively impacted the organization

Consider the following task: **Answered phones.** Most three to four year old children can effectively accomplish this task! Now, consider enhancing the statement by applying the Goal, Effects and Success process.

Goal: To answer the phone and direct to appropriate staff

Effect: Answer the phone quickly and efficiently

Success: Minimized the amount of time a caller had to wait on the phone

Revised Statement:

Directed callers to appropriate staff quickly and efficiently, minimizing caller wait time

Time to practice! Describe one task using the Goal, Effect and Success process.

Goal: _____

Effect: _____

Success: _____

Bulleted Statement: _____

Other items to consider:

- ✓ Lead with strong action verbs
- ✓ Highlight transferable skills
- ✓ Keep information relevant to goal
- ✓ Never lead with responsibilities or duties included