



RESUME BULLET POINTS

How-To Checklist

Action Verbs

- Use active verbs vs. passive voice.

Verb Tense

- Use Present for current responsibilities.
- Use past tense (1) for past accomplishments within your current role and (2) for past responsibilities.

Specificity

- Use qualitative and quantitative details to provide specifics about your responsibilities and your accomplishments.
- *if you oversee a team, specify size and roles.*
- *If you manage a budget, provide a \$ amount.*
- *If you monitor metrics, indicate which ones.*
- *If you increase revenues, provide us with a \$ or % to illustrate growth.*

Conciseness

- Use professional and direct language to make it easy for a recruiter to scan through and for the ATS software to pick up on keywords.
- You don't need to use articles such as "the" and/or pronouns such as "I" within a resume.

Keywords

- Write content and bullet points that are rich in relevant keywords.
- Note: even within a particular industry or a particular type of role, keywords might change from one job posting to another.

I hope you have found this checklist helpful!

Looking for a job is no easy road, and I am here to bring both confidence and direction.

Go to the "Services" page on my website to book a FREE 15-minute consultation call to figure out the best package that suits your needs. Each package, whether it's resume writing or career consulting, begins with this initial call.

Wishing you all the best,
Helene Vo