

Creating a strong bullet point for your resume

Start by jotting down any of the tasks you remember performing – big or small – for the master version of your resume. Then for each of those, ask yourself:

WHY did I do this (what was the greater purpose? For example, “Collected and analyzed XYZ data in order to/resulting in/...” and here you continue with sharing what your research is trying to inform or improve – what’s the purpose of the research in terms of knowledge it’s trying to create or what practical application might it have)

WHO did I do this with (highlight examples of teamwork – “Collaborated with a research team of 5...” or “Worked closely with a doctoral student and post-doc to investigate ABC and XYZ in order to...”)

HOW did I do this (share instruments, research/lab techniques, and computer skills you used to complete the task and/or a process you applied)

How can I **QUANTIFY** this (the number of people you worked with, the number of experiments conducted or pages in a technical report, the % increase or decrease that resulted from your work or the potential % increase or decrease, or a dollar amount – the potential to make, save, fundraise, etc.)

What were the **RESULTS** of my work and/or what did I **ACCOMPLISH**? If you were gathering data this summer and found a small way to improve the process that resulted in more accurate measurements or perhaps it reduced the time required to collect samples, you’ve just improved the results for the company or saved the time and money! Share these small or big wins so that future readers get a sense that you bring results to whatever you work on.

You don’t be able to answer every question for every bullet point, and you don’t need to. But by asking these questions, you can create strong bullet points.