

Building Your Impact-Based Bullets

Building your resume bullet points can feel overwhelming, but it doesn't have to be. Instead of listing transferable skills (sometimes known as "soft" skills), prove it with your bullet points. Tri-C's Career Center has a formula that can take your task-based bullet to an impact-based bullet.

FORMULA

action verb + **skill** (quantified) + **task (impact*)** = strong bullet

*PRO TIP: Start with the **task** and build your bullet backwards, adding the **impact** at the end.*

EXAMPLE

Task-Based Bullet

- Entered data points into Excel

Impact-Based Bullet

- Utilized attention to detail when entering up to 1,000 data points in Excel, per day, increasing company-wide reporting accuracy.

Task

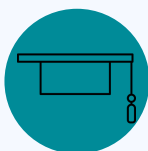
What did you do that was different / better / at higher quality / or above and beyond than others in that position? Turn your resume from job description to a list of accomplishments. If you've had similar jobs, identify the tasks that were different to prevent repetition. Unsure what to say? Visit O*Net to identify tasks related to many types of positions www.onetonline.org.

<ul style="list-style-type: none"> Greet customers Take orders Stock shelves Schedule clients Count products Cash out customers Clean tables File papers Run reports Give medicine Clean 	<ul style="list-style-type: none"> Work with children Chart vitals Run events Create posts Stock shelves Schedule clients Put in information Intake patients Tell managers Pack customer packages Performed additional tasks
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PRO TIP:
PROVE YOU'RE QUALIFIED!
 Read through position descriptions for the job or types of jobs you're applying for. Identify tasks that you've done in your past positions and highlight those on your resume!

Skill

Sometimes it's hard to put into words what skills you've developed in your previous experiences, but you likely have more than you realize. The National Association of Colleges and Employers (NACE) identifies 8 competencies (or skills) that employers are looking for in new hires. Do you possess these skills? Which are most important to you? Prove it by highlighting these skills on your resume and take a look at some of the examples in the table below for more ideas. You can also plan ahead by visiting www.onetonline.org to research which skills are needed by industry.



Career & Self Development



Communication



Critical Thinking



Equity & Inclusion



Leadership



Professionalism



Teamwork



Technology

<ul style="list-style-type: none"> Active listening Adaptability Attention to detail Coaching Coordination Creativity Critical thinking Computer proficiency Communication Database management Delegation 	<ul style="list-style-type: none"> Design Development Educate Evaluation Facilitate Inclusion Innovation Installation Instruction Leadership 	<ul style="list-style-type: none"> Marketing Management Monitor Motivation Multi-tasking Negotiation Prepare Problem solving Professionalism Programming 	<ul style="list-style-type: none"> Relationship building Repair Research Scheduling Supervision Systems analysis Teamwork Time management Training Troubleshoot
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Quantification

You may not always be able to quantify, but when you can, you should! It's a great way to showcase your workload, especially for those positions where you completed high-volume tasks, worked under pressure, or supervised people or projects.

How Many: # of ____ you were working with / accomplished

How Often: frequency you were doing ____ (hourly / daily / weekly / monthly/annually, etc.)

How Much: % or # you _____(increased / decreased / improved / earned)

You can use:
"up to"
"on average"
"approximately"
to show range

Action Verb

Utilize strong action verbs to show your experience. Do your best to identify new actions for each bullet. Check out the list below for some inspiration.

adapted	collaborated	described	formulated	meditated	recorded
addressed	collected	detected	fortified	mentored	referred
adjusted	communicated	diagnosed	furthered	mobilized	regulated
administered	compared	directed	gained	moderated	remodeled
advised	complied	discussed	gathered	modified	repaired
advocated	composed	distributed	generated	monitored	replaced
aided	condensed	drafted	guided	navigated	reported
allocated	conducted	edited	identified	negotiated	researched
answered	conserved	educated	implemented	observed	responded
appointed	consolidated	eliminated	influenced	obtained	restored
appraised	constructed	enabled	informed	operated	retrieved
approved	consulted	encouraged	inspected	organized	reviewed
arbitrated	contacted	enforced	installed	originated	routed
arranged	contributed	engineered	instilled	outlined	scheduled
articulated	controlled	ensured	instituted	participated	searched
assembled	converted	estimated	instructed	partnered	simulated
assessed	conveyed	evaluated	integrated	persuaded	solicited
assigned	convinced	examined	interpreted	planned	solved
assisted	coordinated	executed	intervened	presented	spearheaded
audited	corrected	exhibited	invented	prioritized	suggested
authored	corresponded	expedited	involved	processed	summarized
authorized	counseled	experimented	launched	programmed	supervised
balanced	crafted	explained	lectured	projected	systemized
built	created	extracted	located	proposed	taught
calculated	critiqued	fabricated	logged	provided	tested
cataloged	debated	facilitated	maintained	publicized	trained
clarified	debugged	filed	managed	purchased	updated
coached	delegated	focused	marketed	proposed	utilized
coded	demonstrated	forecasted	measured	reconciled	validated

Impact*

How did the completion of that task (and the fact that you did it well) impact the customer, team, or company? What result came from your hard work?

Examples:

- Created a positive guest experience
- Increased profits
- Motivated team members
- Decreased loss
- Enhanced accessibility

Task



Impact