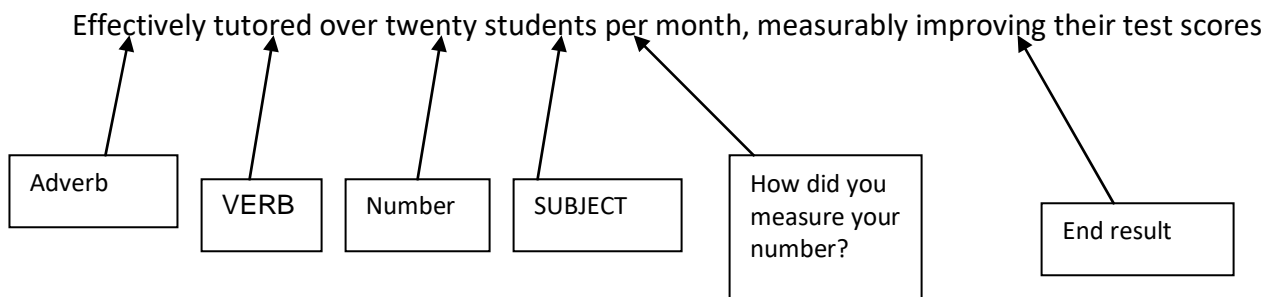
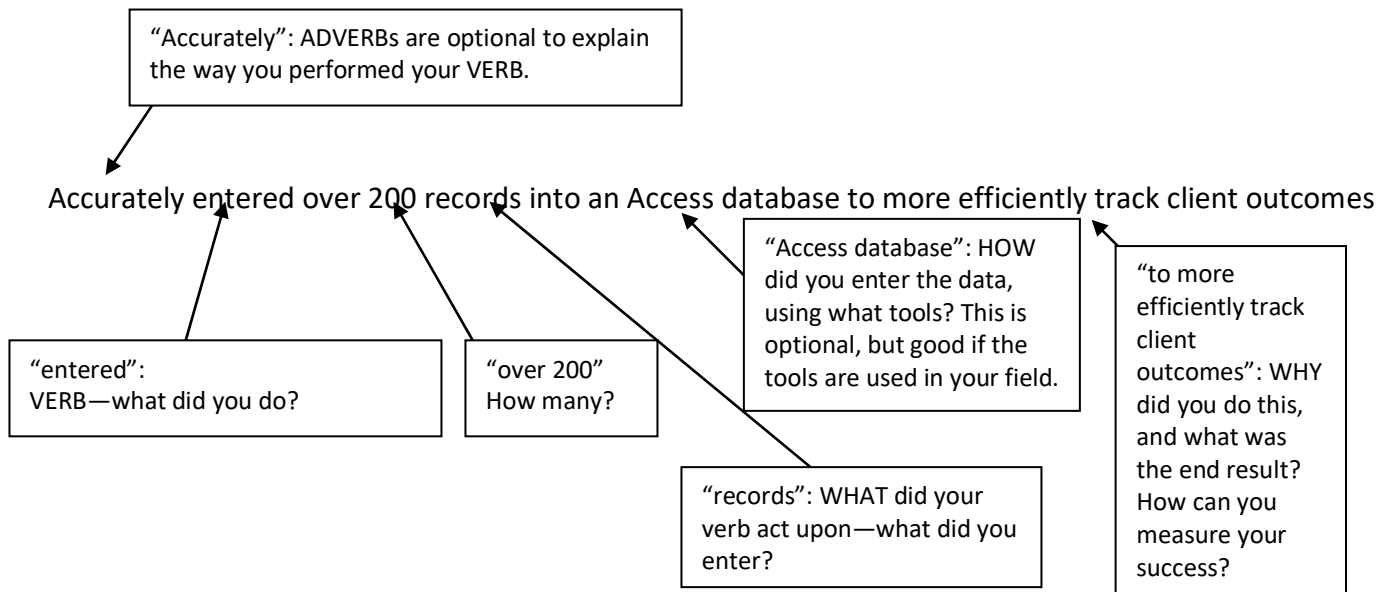


BULLET POINT AND DESCRIPTIVE LINES ON A RESUME

When writing about your work experience, volunteering, or leadership activities, it is recommended that you not only express the basics of what you did, but quantify how much work you did (how many customers, clients, records etc.), and try to measure your end results or accomplishments. Results are best measured as: did you improve the situation? Save money for the organization—if so, how much? Save time by doing this more efficiently—if so, by what percentage did you speed things up? Generate income for the organization—if so, how much? Maintain an orderly environment by running things smoothly—if so, how many records did you enter and why were they important, confidential, etc.? Did you win any awards or recognitions?



Career & Leadership Development • University of Wisconsin-Whitewater
University Center 146 • Whitewater, WI 53190 • Phone 608-472-1471 • www.uww.edu/cld