Build a Strong Resume Bullet

Adult learners | Career writing | Developing

Learner: _____ Date: _____

Turn one responsibility into a specific accomplishment using action, task, method, and result.

ACTION VERB

TASK OR RESPONSIBILITY

METHOD, TOOL, OR SKILL

RESULT, SCALE, OR IMPACT

Grown-up note: Use truthful details only. Numbers help when accurate, but a clear result can also describe quality, time, service, access, or teamwork.

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