**Develop Your Resume Bullet Points**

The goal of writing strong bullet points on your resume is to articulate the development of your transferable skills and qualities, such as leadership, communication, critical thinking, and equity & inclusion. Your bullet points should be accomplishment-focused, which can be achieved by using the following formula: descriptive action verb + task + result.

 **DESCRIPTIVE ACTION VERB TASK OR EXAMPLE RESULT PUT IT ALL TOGETHER!**

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| Example:Collaborated…. | with full time faculty and resources specialists | to support learning and development 15 third grade students in the sciences |  |
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**Suggested Action Verbs**

* Coordinate event…
* Communicate with administrators…
* Manage projects…
* Build relationships…
* Collaborate…
* Lead…
* Empower…
* Develop…
* Create…
* Delegate…
* Maintain…
* Analyze…
* Consult…
* Assess…