WRITING STRONG RESUME BULLETS
STAR Method

Your bullet points should promote your transferable skills, demonstrate your ability to make an impact, and show a history of success. Below are step-by-step directions to help you get started:

1. **Determine 5-7 skills that are most relevant to your target audience**
   - *MBA level skills include:*
   - Analytics / Problem Solving / Research
   - Communication / Interpersonal skills
   - Leadership / Teamwork / Mentorship
   - Quantitative skills
   - Creativity / Innovation

2. **Identify your key accomplishments and list key skills used in each accomplishment**
   - What did you create/build? What ideas/concepts did you develop?
   - Did you direct people or projects?
   - What problems were you able to solve? What challenges did you overcome?
   - What were you most proud of at your previous job? Did you receive any awards or promotions?

3. **STAR Method (Situation-Task-Action-Result) - Pick the accomplishments which demonstrate 5-7 relevant skills. List the following for each accomplishment**
   - What you did (describe the *situation* that you were in or the *task* that you needed to accomplish)
   - How you did it (*actions* you took)
   - The impact of your actions (*results*)

4. **Write each bullet point in a manner that demonstrates the situation or task, the action taken and the result of your accomplishment**
   - Start bullet points with active verbs
   - Pick the first words of each bullet point wisely; start with your relevant skill or your impact
   - Eliminate any jargon that is not relevant, but incorporate relevant jargon
   - Quantify (#, %, $) your impact. Did sales/profits increase? Did costs decrease? Was time saved? Did you exceed your goals? If so, by how much?
   - Provide context/scope when quantifiable results are not available. Consider the intended impact or results vs. last year or vs. your peers. Include whether or not you received any commendation.

***Example bullet points (by target industry/function):
   - **Consulting**: "Led an eight person team in the design and development of a $10M new technology project, and finished one week ahead of schedule with a saving of 10%"
   - **Finance**: "Structured, scheduled and forecasted a $10M project using cost analysis tools
   - and logistics modeling, which improved efficiencies and reduced costs by 10%"
   - **Product Management**: "Led a cross-functional team of eight in the research, design, and feature development of innovative software. Launched one week ahead of schedule with a saving of 10%"