Composing a Bullet Statement

Before: “I was responsible for new employees.”

1) Skills
What skills did I use?
(Express as a past-tense action verb.)
Include quantifiable data as proof - How much? How many?

2) Tasks/Activities
What did I do?
(Be descriptive and dynamic.)

3) Results
What did I accomplish?
(Describe impact.)

After: “Trained 15 new employees on office procedures, customer service, and database management which increased the productivity of the team and organization.”
- **Research**
  - Analyzed - Maintained
  - Assembled - Measured
  - Collaborated - Observed
  - Collected - Operated
  - Communicated - Questioned
  - Compiled - Recognized
  - Conducted - Refined
  - Demonstrated - Surveyed
  - Designed - Synthesized
  - Devised - Tabulated
  - Diagnosed - Tested
  - Equated - Theorized
  - Evaluated - Verified
  - Examined - Wrote
  - Extracted
  - Formulated
  - Identified
  - Inspected
  - Interviewed
  - Investigated

- **Leadership & Management**
  - Administered - Monitored
  - Analyzed - Obtained
  - Anticipated - Organized
  - Assessed - Overhauled
  - Assigned - Oversaw
  - Attained - Planned
  - Chaired - Prioritized
  - Consolidated - Produced
  - Contracted - Recommended
  - Coordinated - Restructured
  - Delegated - Strengthened
  - Developed - Supervised
  - Directed - Supported
  - Empowered
  - Evaluated
  - Executed
  - Improved
  - Increased
  - Initiated
  - Maintained

- **Communication**
  - Addressed - Negotiated
  - Advised - Organized
  - Arbitrated - Persuaded
  - Articulated - Presented
  - Clarified
  - Connected - Proposed
  - Corresponded - Publicized
  - Defined - Read
  - Developed - Spoke
  - Drafted - Summarized
  - Edited - Synthesized
  - Explained
  - Formulated
  - Integrated
  - Interpreted
  - Interviewed
  - Led
  - Listened
  - Mediated
  - Moderated

- **Problem-Solving**
  - Adapted - Finalized
  - Adjusted - Identified
  - Allocated - Implemented
  - Analyzed - Improved
  - Assessed - Improvised
  - Clarified - Incorporated
  - Collaborated - Initiated
  - Completed - Innovated
  - Consulated - Instituted
  - Created - Invented
  - Decided - Managed
  - Delegated - Mediated
  - Devised - Negotiated
  - Diagnosed - Recognized
  - Endorsed - Restructured
  - Ensured - Solved
  - Established - Streamlined
  - Examined - Suggested
  - Executed
  - Expended

- **Analytical**
  - Adjusted - Solved
  - Aligned - Structured
  - Assembled - Summarized
  - Calculated - Synthesized
  - Catalogued - Systemized
  - Clarified - Updated
  - Computer - Created
  - Critiqued
  - Detailed
  - Devised
  - Drafted
  - Engineered
  - Financed
  - Organized
  - Programmed
  - Refined
  - Restructured
  - Reviewed
  - Revised

- **Organizational**
  - Arranged
  - Categorized
  - Classified
  - Collaborated
  - Collected
  - Compiled
  - Coordinated
  - Developed
  - Filed
  - Generated
  - Implemented
  - Improved
  - Incorporate
  - Maintained
  - Placed
  - Planned
  - Processed
  - Proposed
  - Sorted
  - Systemized

- **Teaching & Service**
  - Assessed
  - Contracted
  - Collaborated
  - Coordinated
  - Corrected
  - Coursed
  - Demonstrated
  - Designed
  - Developed
  - Encouraged
  - Evaluated
  - Facilitated
  - Fostered
  - Guided
  - Identified
  - Implemented
  - Inspired
  - Integrated
  - Lected
  - Learned
  - Led

- **Sales**
  - Advised
  - Asked
  - Calculated
  - Closed
  - Communicated
  - Compared
  - Contacted
  - Contracted
  - Convinced
  - Differentiated
  - Influenced
  - Informed
  - Inspected
  - Negotiated
  - Persuaded
  - Promoted
  - Recommended
  - Represented
  - Reviewed

- **Manual Skills**
  - Adjusted
  - Assembled
  - Built
  - Cleaned
  - Constructed
  - Controlled
  - Created
  - Cut
  - Demonstrated
  - Devised
  - Dismantled
  - Drafted
  - Drew
  - Estimated
  - Evaluated
  - Fixed
  - Inspected
  - Maintained
  - Monitored
  - Operated

- **Finance**
  - Allocated - Recognized
  - Analyzed - Reconciled
  - Appraised - Recorded
  - Appraised - Reduced
  - Balanced - Reported
  - Budgeted
  - Calculated
  - Compared
  - Compiled
  - Computed
  - Correlated
  - Examined
  - Forecasted
  - Formulated
  - Leveraged
  - Managed
  - Maximized
  - Planned
  - Processed
  - Projected

- **Creative**
  - Acted
  - Composed
  - Conceptualized
  - Created
  - Designed
  - Developed
  - Directed
  - Established
  - Fashioned
  - Founded
  - Illustrated
  - Improvised
  - Integrated
  - Invented
  - Originated
  - Performed
  - Planned
  - Revitalized

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To schedule an appointment, call 314-977-2828 or go to Navigate360 in mySLU Tools
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