



STAR Method: Creating Strong Bullet Points

How Can You Make Your Resume Standout to an Employer?

- Use an easy-to-read format and structure that highlights your relevant education and experience (see our various resume templates).
- Develop bullet points to show relevant skills and accomplishments. Be specific about what you did and how you did it.
- Provide contextual details to inform the reader about the purpose of your work, the scope of the project, and what you produced or accomplished.
- Quantify your work and achievements where possible.

Using the STAR Method to Write Strong Bullet Points

1. Determine 5-7 skills that are most relevant to your target positions/companies. (Hint: read the job description.)
 - o Problem-solving
 - o Communication and interpersonal skills
 - o Leadership and teamwork
 - o Quantitative skills
 - o Creativity and innovation
2. Identify your key accomplishments and which skills were used in each.
3. Use the **STAR method** to create descriptions that incorporate the key skills and qualities the employer is seeking.
 - o **Situation:** What was the situation or problem you were facing?
 - o **Task:** What were you tasked with? What were your responsibilities or goals?
 - o **Action:** How did you solve the problem?
 - o **Result:** What was the result or outcome of your action? How did it benefit the organization? Can this result be quantified?
4. Your resulting bullet point will include the **Action** section and include the **Results** section when appropriate.
 - o Start bullet points with action verbs (see list)
 - o Eliminate any jargon that is not relevant
 - o Quantify your impact: Did sales increase? How many people attended your event? Was time saved or a protocol streamlined?
 - o Provide context or scope if quantifiable results are not available: Consider the intended result vs. previous year or vs. your peers. Include whether a commendation or promotion.



Transforming a Generic Bullet Point into a Strong, Action-Oriented Bullet Point

Generic Description

Public Health Society, Events Coordinator

- Responsible for organizing events and panels

In this example, it is not clear what the candidate did to organize events and panels, what skills they used, or what kind of events and panels they organized. Because of this, the writer misses the chance to showcase the skills used to carry out this task.

Strong, Concrete Description

Public Health Society, Events Coordinator

- Plan and coordinate panels on public health for audiences of 25–50 undergraduates on a bi-monthly basis
- Identify and contact health professionals in the community to participate in panels
- Create marketing materials and publicize events through social media

Now the 1st bullet clearly highlights organizational skills. It also lets the employer know the scope, target audience, and frequency of the events.

The 2nd bullet indicates research and interpersonal skills that were used to secure panelists and demonstrates the ability to communicate with professionals outside the university.

The 3rd bullet highlights a specific business skill and/or the ability to be strategic in marketing, as well as familiarity with using social media for marketing purposes.

Adding Additional Accomplishments and Impact

Employers review resumes to understand the impact you've had on a project, organization, or company. For instance:

- Were the materials and publicizing efforts successful? Did these actions result in reaching a new group of students?
- Review each bullet you've created for your resume. Can you add an accomplishment or achievement? What happened as a result of that action? How did it benefit the organization? You don't need to add a result to every bullet point on your resume, but it's helpful to demonstrate achievements when possible.



Example Bullet Points by Experience or Position

Non-Profit/Government: Initiated and developed community workshops and used survey feedback to increase event attendance resulting in education of 120+ attendees per event

Research: Processed and analyzed samples from over 1000 mouse embryos resulting in a peer-reviewed publication on the embryonic development of lung tissue

Computer Science: Redesigned Internet and intranet pages (primarily using Java, C, C++, and HTML). Used SEO best practices to optimize Web site for search engine rankings and improved functionality of company database.

Student Project: Initiated and led weekly meetings with team members to plan project and assign tasks resulting in project being completed 2 weeks early.

Customer Service: Arranged new merchandise with signage and appealing displays that encouraged customer sales and moved overstock items

Student Organization: Prepared semester and yearly budgets of \$5000+, keeping track of expenditures and profits, while writing grant proposals to secure funding