

THE BULLET POINT BUILDER

Don't just list what you did. Prove how well you did it.

Instruction:

Choose the sector that fits your experience. Fill in the blanks with your specific numbers.

SECTION 1: THE MAGIC FORMULA

Memorize this equation. It turns a boring task into an achievement.

[Strong Action Verb] + [Specific Task] + [The Result or Number]

Weak: "Worked at a register."

Strong: "Processed over \$2,000 in transactions daily with 100% cash-handling accuracy."

SECTION 2: RETAIL & CUSTOMER SERVICE

(Use this for: Cashiers, Sales Associates, Baristas, Servers)

Template 1: The Problem Solver

"Resolved approximately **(number)** customer complaints per day regarding
..... **(product/service)**, maintaining a calm and professional attitude."

Template 2: The Money Handler

"Processed cash and credit transactions worth over \$..... **(amount)** per shift using the
..... **(POS System Name)** point-of-sale system."

Template 3: The Stocker

"Restocked and organized **(number)** aisles of inventory daily, ensuring all products
faced forward and matched current pricing labels."

SECTION 2: WAREHOUSING, LABOR & GENERAL SKILLS

(Use this for: Forklift Drivers, Stockers, Construction, Janitorial)

Template 1: The Safety Expert

"Operated **(machine/tool name)** for **(number)** hours per week
while maintaining a zero-accident safety record."

Template 2: The Efficiency Pro

"Picked and packed **(number)** orders per hour with **(number/percentage)** accuracy to meet strict shipping deadlines."

Template 3: The Team Player

"Collaborated with a crew of **(number)** people to complete construction projects
..... **(number)** days ahead of schedule."

SECTION 4: OFFICE, ADMIN & RECEPTION

(Use this for: Front Desk, Data Entry, Assistants)

Template 1: The Gatekeeper

"Managed a multi-line phone system, routing approximately **(number)** calls daily to
..... **(number)** different departments."

Template 2: The Organizer

"Digitized and filed over **(number)** client records, reducing document retrieval time by
..... **(percentage or minutes)**."

Template 3: The Scheduler

"Coordinated calendars for **(number)** executives, scheduling travel and meetings with
zero conflicts."



Stop using "**Helped**" or
"**Worked**." Pick one of these:

- | | | |
|-----------------------|-----------------------|---------------------|
| 1. Accelerated | 6. Exceeded | 11. Operated |
| 2. Assembled | 7. Generated | 12. Repaired |
| 3. Balanced | 8. Inspected | 13. Secured |
| 4. Calculated | 9. Maintained | 14. Verified |
| 5. Delivered | 10. Negotiated | |

RUNNING OUT OF IDEAS?

This worksheet has 9 templates. **Big Resume** has 5,000+ templates sorted by job title (from Accountant to Welder).

Don't want to write? In the software, you just click the bullet point you like, and it adds it to your resume instantly.

Ask your Case Manager how to access the full **Bullet Point Library** today.