

Building Better Resumes the Open Source Way

Choose an item from your credential file and develop a series of bullet points based on the duties you performed, skills you acquired, or objectives you achieved. Start each bullet with a powerful, active verb, then add concrete details (who, what, where, when, why, how?). The goal is provide a series of compelling descriptions of your skills, capacities, and qualities. Begin by joining your group in our collaborative writing environment and making your initial post.

Initial Post (5 minutes): Type in your item description (position/title, organization, organization location, dates). Then, add 2-3 bullet points about this position (at least 1 should describe an achievement).

General Revision Instructions: For each session, consider the next set of bullet points, below the entry you initially wrote or last reviewed (from the last entry on the page, return to the first entry at the top of the page). After each round, we will review, discuss, and recognize the best revisions. Resources: [Skills/Action Verbs](#) - [More Action Verbiage](#)

1st Revision Exercise (5-10 minutes): Revise at least 1 bullet point to improve the use of a strong, active leading verb. This may mean completing rewriting the bullet point including the details. Make bold changes!

2nd Revision Exercise (5-10 minutes): Revise at least 1 bullet point to improve the use of concrete, specific, and/or quantifiable details. Be sure to employ the most professional possible word choice. This may mean completing rewriting the bullet point including the verb. Make bold changes!

3rd Revision Exercise (5-10 minutes): Consider the position, duties, and experience described in this entry. Ask the question: what would be the difference between excellent and merely satisfactory performance in this role? Next, invent and write a new bullet point that describes a possible achievement or result for his position.

Exit Survey (5 minutes): Respond to the following questions by discussing with your fellow group members and/or by composing an email to your instructor.

- What are the two strongest bullet points in your group? Why?
- What are the two that need most improvement? Why?
- What ideas, strategies, suggestions will you use in developing descriptions and bullet points for the rest of your resume information?