

# How to Write a Bullet Point

**Step 1** – Create a basic bullet point.

- Example: Wrote lesson plans.
- Now write your own: \_\_\_\_\_

**Step 2** – Ask yourself questions using the 5w’s + 1h (Who, What, Where, When, Why, & How).

- Example questions:
  - **Who** did you write lesson plans for?
  - **What** were your lesson plans about?
  - **Where** did you write your lesson plans?
  - **When** or how often did you write lesson plans?
  - **Why** did you write your lesson plans?
  - **How** did you write your lesson plans?
- Now write your answers to these questions related to your original basic bullet point:
  - **Who:** \_\_\_\_\_
  - **What:** \_\_\_\_\_
  - **Where:** \_\_\_\_\_
  - **When:** \_\_\_\_\_
  - **Why:** \_\_\_\_\_
  - **How:** \_\_\_\_\_

**Step 3** – Answer your 5w + 1h questions and circle/highlight any Action Words you use.

- Example answers:
  - **Who:** 24 3<sup>rd</sup> grade students
  - **What:** Developed lesson plans
  - **Where:** N/A
  - **When:** Wrote lessons on a weekly basis
  - **Why:** Implement strategies to improve classroom reading scores by 20%
  - **How:** Identified student’s areas of strength and need and outlined weekly goals for improved reading scores
- Your answers:
  - **Who:** \_\_\_\_\_
  - **What:** \_\_\_\_\_
  - **When:** \_\_\_\_\_
  - **Where:** \_\_\_\_\_
  - **Why:** \_\_\_\_\_
  - **How:** \_\_\_\_\_

**Step 4** – Select 3 answers from above that you would like to focus on.

- Example selected answers:
  - 1) **Who:** 24 3<sup>rd</sup> grade students
  - 2) **What:** Developed lesson plans
  - 3) **Why:** Implement strategies to improve classroom reading scores by 20%

• Your selected answers:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Step 5** – Organize these 3 elements into one informative statement.

- Example finished bullet point:
  - Developed lesson plans for a 3<sup>rd</sup> grade classroom that addressed overall low reading comprehension scores with an outcome of improving scores by 20%.

• Your finished bullet point:

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General Reminders:**

- Start each bullet point with a **different** Action Word – a list of useful action words for education can be [found here](#), and a more extensive list can be found [here](#)
- Use appropriate language for the field of education
- Watch your tenses – make sure they match the dates listed (i.e. if the experience was in the past, use past tense verbs, if the experience is still in progress, use verbs in the present tense)
- Avoid having a bullet point go onto the 2<sup>nd</sup> or 3<sup>rd</sup> line for 3 words or less
- Do not copy and paste bullets from one section to another, even for a similar position
- Key areas to keep in mind when writing bullet points: differentiated instruction, classroom management, core standards, extracurricular contributions, specific lessons/units/projects you've created and their outcomes, technology implementation, etc.