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 3rd 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 3rd 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 3rd 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 2nd or 3rd 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.