

STAR METHOD RESUME (Example 1)

Write perfect resume bullet points for your work experience entries using the STAR method. Use the list of **action verbs** shared with you on our website.

SITUATION

Describe the situation you were in.

Answered and routed incoming calls from customers

TASK

Describe the task you had to do.

Highlight: Challenges, Constraints, Deadlines, etc.

Providing customer service

ACTION (verb)

Describe the action you took.

Highlight: Teamwork, Leadership, Initiative, etc.

Managed

RESULT

Describe the outcome of your actions.

Highlight: Achievements, Cost Saving, etc.

Received compliments from over 85% of the customers

SUMMARIZE

Summarize the above to one or more bullet points. Start your bullets with an action verb.

Managed incoming calls through providing excellent customer service, receiving compliments from over 85% of the customers.

STAR METHOD RESUME (Example 2)

Write perfect resume bullet points for your work experience entries using the STAR method. Use the list of **action verbs** shared with you on our website.

SITUATION

Describe the situation you were in.

Business fraternity

TASK

Describe the task you had to do.

Highlight: Challenges, Constraints, Deadlines, etc.

Charity event

ACTION (verb)

Describe the action you took.

Highlight: Teamwork, Leadership, Initiative, etc.

Organized

RESULT

Describe the outcome of your actions.

Highlight: Achievements, Cost Saving, etc.

Raised more than \$5,000

SUMMARIZE

Summarize the above to one or more bullet points. Start your bullets with an action verb.

Organized business fraternity charity event which resulted in contributions exceeding \$5,000.

ACTION VERBS

Here's a few action verbs that you can use to get started on your resume bullets.

SHOWCASE

ACCOMPLISHMENTS

Accomplish
Execute
Raise
Produce
Realize
Revitalize
Transform
Debut
Establish
Outperform
Overcome
Earn
Surpass
Succeed
Reach
Top
Win
Exceed

SAVED THE COMPANY TIME OR MONEY

Lower
Slash
Reduce
Drop
Shrink
Diminish
Minimize
Cut
Trim
Lessen
Curtail
Shave down
Decrease
Save
Drive down
Eliminate
Consolidate
Shrink

EXPLAIN

RESPONSIBILITIES

Arrange
Expand
Maximize
Generate
Gain
Raise
Enhance
Improve
Increase
Outpace

Advance
Amplify
Propel
Enlarge
Accrue
Multiply
Magnify
Boost
Lift

COMMUNICATION

SKILLS

Convey
Verbalize
Present
Relay
Advise
Address
Correspond
Brief
Discuss
Negotiate
Write
Consult
Liaise
Persuade
Introduce
Network
Compose
Converse
Communicate
Illustrate

LEADERSHIP

SKILLS

Foster
Coach
Enforce
Mobilize
Guide
Command
Orchestrate
Facilitate
Aid
Nurture
Oversee
Appoint
Hire
Delegate
Develop
Supervise
Train
Mentor
Educate

Champion

MANAGEMENT

SKILLS

Administer
Direct
Facilitate
Guide
Mobilize
Supervise
Run
Oversee
Organize
Shape
Facilitate
Command
Govern
Coordinate
Conduct
Mastermind
Superintend
Conduct
Pilot
Manage