

# Resume Bullet Point Examples:

It is recommended to follow the X, Y, Z format when writing bullet points about what you did for a job and why that is important information for an employer to know. When following this format, and when applicable, have specific numbers.

What is the X, Y, Z format? It includes what you've accomplished (X), qualitative results (Y), and the skills/experience utilized to achieve that outcome (Z)

## **Examples:**

### *Food Service examples:*

- Ensured adherence to food safety and sanitation standards, leading to consistent health inspection scores above 95%.
- Trained and supervised a team of 15 staff members, improving overall team performance and reducing employee turnover by 10%.
- Enhanced kitchen efficiency by 20% by reorganizing food preparation processes, leading to faster service times and reduced customer wait times.

### *Nannying/Childcare/Education:*

- Provided care for 5 children aged 1-6, ensuring a safe and nurturing environment, resulting in a high satisfaction rate from parents.
- Implemented safety protocols and first aid procedures, maintaining a hazard-free environment for 12 children, leading to zero injuries in over a 3-year period.
- Managed daily schedules for 7 children including meals, naps, and activities, ensuring a structured and engaging routine, which contributed to a 100% attendance rate in enrolled programs.
- Facilitated interactive and engaging classroom discussions for 30+ students by incorporating multimedia resources and group activities, resulting in a 20% increase in student participation and understanding.
- Conducted formative and summative assessments for 5 different subjects, providing timely and constructive feedback, which enhanced student achievement by 10% on standardized tests.

### *Office/Business work:*

- Boosted company social media engagement by 40% by launching targeted marketing campaigns and creating compelling content, increasing overall brand visibility.
- Greeted 100 or more patients with a friendly demeanor, creating a welcoming environment to improve patient retention.
- Coordinated and scheduled over 200 client appointments per month, ensuring optimal patient flow and minimal wait times, increasing patient satisfaction.

### *Agricultural/Outdoor background:*

- Operated and maintained 3+ pieces of agricultural machinery, such as tractors and combines, increasing equipment longevity by 5 years and minimizing downtime.
- Analyzed fish population data and trends of 3 different lakes in South Dakota, providing actionable insight to boost conservation efforts.
- Collaborated with a team of 10 firefighters to create fire breaks, effectively containing 3 large-scale wildfires, protecting nearby residential areas.

*Photography:*

- Developed and maintained a comprehensive digital archive of 10,000+ photos, ensuring easy access and organization, which increased operational efficiency by 20%.
- Captured and edited over 1,000 high-quality images for diverse clients, resulting in a 25% increase in customer satisfaction and repeat business.
- Designed and launched a social media strategy, resulting in a 50% increase in online engagement and a 20% growth in follower base over 6 months.

*Research/Sciences:*

- Analyzed over 500 soil samples to determine nutrient deficiencies, which improved crop yields by 15%.
- Conducted over 200 Polymerase Chain Reactions (PCR) tests, identifying genetic markers with a 98% accuracy rate, which improved diagnostic efficiency.
- Conducted regular maintenance and calibration of lab equipment fit for a class of 30, ensuring 100% operational efficiency, and minimizing experiment downtime.