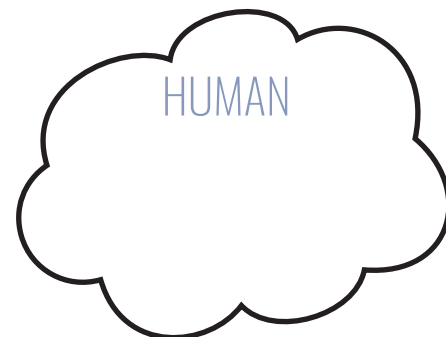


Creating a Powerful Bullet Point

Building a resume that matches your skills to the jobs/internships you're applying for can be difficult. Use this handout to craft quality bullet points that will help you stand out!



Take a moment to brainstorm which skills are needed for the opportunities that you are applying for.



Job Title - Company Name

City, CO

08/20XX - 12/20XX

Position - Project Name

Class, School

Fall 2022



Action Verb + Skills Used + Results or Value Added

ACTION VERBS

Administered	Managed	Accelerated	Delivered	Built	Formalized
Arranged	Operated	Achieved	Enhanced	Charted	Formed
Chaired	Orchestrated	Advanced	Expanded	Created	Formulated
Coordinated	Organized	Amplified	Expedited	Designed	Incorporated
Directed	Oversaw	Capitalized	Gained	Developed	Initiated
Executed	Planned	Conserved	Generated	Devised	Instituted
Delegated	Produced	Consolidated	Improved	Founded	Introduced
Headed	Programmed	Decreased	Increased	Engineered	Launched
Implemented	Spearheaded	Deducted	Maximized	Established	Proposed



How to Stay Positive Throughout the Job Search Process

Talk to others who are also job searching.

Chances are you know someone else engaging in the job search process at the same time. Consider checking in with a friend regularly for you both to talk about what your job search has been like; what are the things that have gone well, and what has been frustrating. Seeing you aren't alone in the process can really help you maintain momentum throughout the process, and it might even spark some new ideas for your own job search.



Take day(s) off.

Job searching can be a lengthy process. It can get tiring, frustrating, and feel unproductive at times. It's important to take intentional days off and to allow yourself a break from researching, resume creating, and applications. Schedule something you enjoy on those days like watching a favorite movie, or dinner with a friend. Make intentional time to step away from the job search so you can come back to it feeling rejuvenated and motivated.



Remind yourself of your purpose and passion.

If we aren't connected to what we want out of a job, or in other words, our "why" and how it connects to our bigger goal(s) or interest(s), we can lose motivation for the search process quickly. Write down your "why," and come back to it when you need the reminder and motivation to keep at the job search.



Don't do this alone. Use your resources.

One of the best self-care tips is to not go at this process alone and lean into the resources and supports that are there for you. For instance, utilize the knowledge and expertise of the [Career Center](#). If you need to talk with someone about how the process is draining, drop into virtual office hours at the [Counseling Center](#) or schedule a phone consultation with a counselor who can brainstorm self-care strategies with you.



COUNSELING CENTER

AT COLORADO SCHOOL OF MINES.

303-273-3377

1770 Elm St. 2nd floor

Monday - Friday 8:00am - 5:00pm

