

CV/Resume Tools: Crafting Bullet Points

Quantifying Achievements and Supporting Results

Bare fact	Quantified and supported
<ul style="list-style-type: none"> Managed health care training program in Costa Rica 	<ul style="list-style-type: none"> Managed health care training program in Costa Rica for 20 local volunteer workers, increasing number of villages covered by 20%
<ul style="list-style-type: none"> Served in the Economic / Political Section 	<ul style="list-style-type: none"> Reported on various sectors of the Venezuelan economy, including Venezuelan competition policy, foreign direct investment, intellectual property rights and information technology
<ul style="list-style-type: none"> Conducted research on the electoral volatility of Turkey 	<ul style="list-style-type: none"> Examined open source reports on violence associated with Turkish elections and collected anecdotal evidence through telephone interviews with protesters and security personnel
<ul style="list-style-type: none"> Led team of software developers 	<ul style="list-style-type: none"> Led team of 6 software developers on \$2m, 12-month project, meeting deadline and increasing productivity gains for program users by 30%
<ul style="list-style-type: none"> Assisted in organizing conferences and public events 	<ul style="list-style-type: none"> Expedited technical assistance request process for conference guests, decreasing average response time by 30 minutes Coordinated presentation schedule for the 2011 European Society for Pediatric Research conference in Berlin
<ul style="list-style-type: none"> Managed the website 	<ul style="list-style-type: none"> Designed and launched Adobe flash version of website that permitted greater interactive engagement with constituents and increased ability to survey website visitors' interest Increased website traffic by 40% through an appraisal process of external links using Google analytics
<ul style="list-style-type: none"> Taught the grammar section of the SAT to Chinese high school students 	<ul style="list-style-type: none"> Taught two-hour SAT grammar class three times a week to 17 Chinese high school students, all of whom scored 500 or higher
<ul style="list-style-type: none"> Volunteered for Big Brothers Big Sisters 	<ul style="list-style-type: none"> Developed weekly educational, social and cultural activities for 4th grade Little Sister