

TO BULLET, OR NOT TO BULLET, THAT IS THE QUESTION.

Many applicants believe that bulleted lists make it easier for readers to skim and digest information in a résumé. The problem with most hard-to-read résumés, however, is the writing, not the format. Unfortunately, defaulting to bullets can prompt additional design choices that may not serve applicants well, including smaller type size, narrower margins, or multi-page résumés; some applicants delete critical information all together, simply to accommodate bullets.

Before deciding whether to use bulleted lists on your résumé, consider how they might affect how much information you can share with prospective employers.



BULLETED FORMAT

ORGANIZATION • CITY, STATE **POSITION (DATES)**

- Description of what you did, making sure to start on a verb and indicating the effect of your efforts, when possible.
- Description of what you did, making sure to start on a verb and indicating the effect of your efforts, when possible.
- Description of what you did, starting on the verb.
- Description of what you did, starting on a verb and indicating the effect of your efforts.
- Description of what you did.
- Description of what you did, starting on a verb.

Notice how every entry—no matter how short—starts on a new line, pushing the résumé's content further “down” on the page



PARAGRAPH FORMAT

ORGANIZATION • CITY, STATE **POSITION (DATES)**

Description of what you did, making sure to start on a verb and indicating the effect of your efforts, when possible. Description of what you did, making sure to start on a verb and indicating the effect of your efforts, when possible. Description of what you did, starting on the verb. Description of what you did, starting on a verb and indicating the effect of your efforts. Description of what you did. Description of what you did, starting on a verb.

Using the same type size and margins, the paragraph format requires three fewer lines than the bulleted version—and that's in just one job description. Across a résumé, a paragraph format can help applicants reclaim even more space.

Be savvy and let content—not format—determine what appears on your résumé.