

Worksheet # 7

Bullet Builder

Position:

SECTION A: Overarching Job Description

Revised - can use the AI Prompt:

Try to create three accomplishment-focused bullet points for each position.

Bullet # 1

Situation:

Task:

Action:

Result:

Combine: One-Sentence Draft:

Revised Bullet Point:

Bullet # 2

Situation:

Task:

Action:

Result:

Combine: One-Sentence Draft:

Revised Bullet Point:

Bullet # 3

Situation:

Task:

Action:

Result:

Combine: One-Sentence Draft:

Revised Bullet Point:
