

## Resume Bullet Mad Libs

- **Provided administrative support to** (insert company description) **that provides services to** (insert data, number of clients) **on a daily basis.**
- **Assisted with confidential client registration** (insert database used and the number of clients you registered).
- **Conducted online research** (insert what you researched) **and** (insert what you did with the research; presented? Filed?).
- **Provided customer service for** (insert description of company, store, restaurant) **including** (list products and/or services the company sells/provides).
- **Started as** (insert former position), promoted to (insert current position) **because of** (insert explanation why you were promoted).
- **Provide customer service for** (insert number) **seat,** (insert restaurant style; casual? fine dining?) **restaurant, specializing in** (insert restaurant specialty; Seafood? Italian cuisine? American faire?).
- **Conducted** (insert date) **tours per** (insert frequency; daily, weekly) **for** (who did you conduct the tours for?) **at** (insert where you conducted the tours, give data to quantify volume).
- **Provided assistance to** (insert who you were assisting) **in** (insert where you are providing assistance and details about the company/department).
- **Provided sales support to** (insert explanation of your company) **with up to** (give dollar data) **in sales per** (insert frequency).
- **Supervised daily operations for** (insert company description) **serving** (insert data) **customers per** (insert frequency).
- **Reconciled deposits worth** (insert monetary amount) **and handled** (insert other responsibilities of your job and give details).
- **Supervised** (insert who you supervised) **and trained** (insert who you trained, add data)on (insert details about you doing the training).
- **Coordinated** (insert details about what you coordinated) **for a** (insert company information; explain the company, and either products/services or its clientele).
- **Conducted** (insert activity) **and** (insert second activity that piggybacks off the first one).

- **Assisted with brochure and ad development using** (insert list of computer software used) **and promoted through** (insert ways you advertised; social media? print?).

Additional resume building information can be found:  
[www.udel.edu/students/career-services-center/students/resume/](http://www.udel.edu/students/career-services-center/students/resume/)