Writing effective job descriptions for each position listed on your resume is an important task that needs to be approached strategically in order to maximize the impact you will have on the reader. Your job descriptions will include a combination of your overall responsibilities, assigned task and duties and, most important, your overall impact and contribution.

GENERAL TIPS FOR WRITING EFFECTIVE JOB DESCRIPTIONS

- Expand your descriptions beyond general job duties and focus on individual contributions and results.
- Use action verbs to highlight specific skills. Avoid passive statements such as "duties included" or "responsible for".
- Provide quantifiable context whenever possible such as including information on the size of the student population you taught/served or quantifiable changes in student performance or student engagement.
- Avoid repetitive job descriptions. If you performed similar tasks in more than one position on your resume, you may consider listing it only once and, instead, using the space to highlight another task.

JOB DESCRIPTIONS FORMATS

- **Paragraph format** – Usually consists of a few sentences highlighting the information outline above. For positions that are not particularly relevant to the type of job you are currently seeking, you may choose to use a paragraph format to summarize the position. This format will help you save space.
- **Scoping statement + Bullet points** – A scoping statement is designed to provide the reader with a 2-3 sentence overview (in paragraph format) of the overall scope and responsibilities for the position. Bullet point statements appear after the scoping statement and highlight specific accomplishments. For example:

  - A teaching resume would include information about the overall school, your class and the subject you taught in the scoping statement and bullet points would highlight specific actions, projects and results.
  - A higher education administration resume would include a scoping statement that describes the institution, the department, the student population served and a general overview of your responsibilities. Bullet points would highlight specific action, projects and results.

ACTION VERBS

These are words you should be familiar with when creating your resume. Under each position you have on your resume, list bulleted accomplishments that start with action verbs. These statements should explain what you did in the position, how you did it, and the result of your actions. Brainstorm each experience/position and make bullet points unique to you.

Bullet Point "Formula"
Action Verb + Example + **Result**

Example:
Created and *implemented* multi-sensory lesson for students that, upon completion, **led to increased oral recognition of numbers and letters**.

ACTION VERBS

Teaching/ Counseling

adapted	coached	directed	incorporated	modified	structured
advised	communicated	elicited	initiated	motivated	synthesized
applied	coordinated	evaluated	instructed	observed	systematized
assessed	demonstrated	facilitated	integrated	organized	taught
assigned	designed	guided	investigated	reinforced	trained
clarified	developed	implemented	modeled	simplified	tutored

Drive/ Motivation/ Results

achieved	decreased	exceeded	introduced	proved	standardized
accelerated	doubled	expanded	launched	reduced	succeeded
accomplished	effected	improved	maximized	resolved	transformed
attained	eliminated	increased	measured	restored	
contributed	established	initiated	obtained	selected as	

Management/ Leadership

administered	changed	correlated	evaluated	maintained	proposed
analyzed	committed	delegated	founded	oversaw	set goals
centralized	concluded	determined	fulfilled	planned	scheduled
certified	condensed	developed	handled	prioritized	supervised
chaired	consulted	employed	managed	produced	tailored

Organizational/ Time Management

approved	collected	enlisted	organized	revamped	targeted
arranged	compiled	executed	prepared	revised	updated
catalogued	conserved	generated	prioritized	scheduled	
classified	consolidated	identified	reshaped	specified	
collaborated	distributed	integrated	reorganized	streamlined	