



Taking Notes	
●	<a href="http://www.notes.com/index.html">http://www.notes.com/index.html</a>
●	<b>Topic 1</b> ● here is the first line of notes regarding topic one.
	● The second
	● The third
	● This is the last entry for topic one
	<b>Topic 2</b> ● here is the first line of notes regarding topic
	● The second
	● The third
●	● This is the last entry for topic one as follows
	and of course as follows and of course
	and of course as follows
	● This is the fourth
	● with such and such as
	● with such and such as
	● with such and such as
	● with such and such as
	<b>Topic 3</b>
●	<b>Topic 4</b>



## Sample “Bullet Points” for Resumes

The purpose of these examples is to give you examples of “bullet points”, as well as, show you how similar skills can be written differently. These were taken from student resumes. Feel free to use or change these for your resume.

### **Accounting / Finance**

- Compiled and executed bi-monthly billing, bookkeeping and cash analysis.
- Reconciled corporate accounts, allocated accounts payable and accounts receivable.
- Computed and prepared payment of bills and reports.
- Interviewed \_\_\_ (#) people during field research for senior research project.
- Maintained and processed records for agents.
- Reconciled monthly income sheets with 100% accuracy and acted as manager-in-charge in absence of owner/managers.
- Verified billing information and resolved claim denials for laboratory.
- Performed general bookkeeping duties and tracked money flow of office.

### **Administrative Assistant**

- Maintained advertising calendar of events for promotion activities, research prospective companies for programs, coordinate in-house mailings (international and domestic), filing and general office work.
- Maintained patient records by updating file copies; oversaw updating of files.
- Scheduled appointments via phone and greeted patients.

### **Business**

- Acted as liaison between clients, merchandisers with attentions to detail and care to customers needs.
- Assisted director in organizing and managing office.
- Conducted data-entry and spreadsheet preparation for dialysis laboratory.
- Created and maintained database of (list numbers).
- Responsible for processing of monthly statements and balance inquires

### **Child Care Provider / Teacher Assistant**

- Coordinated and supervised activities of 45 children for events.
- Entrusted with children's safety and well-being.
- Instructed students in all ages in dance.
- Motivated children to learn reading skills and various crafts.
- Provided childcare and activities for toddlers.
- Supervised and monitored two girls, ages five and seven, in after-school and evening activities.
- Supervised social and academic activities for 13 year-old.
- Tutored children on homework for reading and math.

### **Coach / Camp Counselor**

- Instructed Pee Wee football players in a west coast offensive system.
- Responsible for the physical and emotional well being of 10-30 juvenile campers for six - eight hours daily.
- Planned, coordinated, and presented day camp activities for campers.

### **Customer Service / Retail**

- Assisted customers with questions and concerns.
- Awarded salesperson of the month.
- Designed event invitations and created store displays.
- Handled customer complaints in a friendly manner while enforcing store policy.
- Led in clothing sales for the months of July and August.