

FORMATTING BULLET POINTS: THE APR METHOD

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Writing about your skills and accomplishments in compelling and impactful ways takes practice and many revisions.

Effective resumes use accomplishment-driven bullet points, known as accomplishment statements. When writing accomplishment statements, it is important to both explain what the task required and to highlight your successes. Utilize past and current experiences to inform future employers of the value you will bring to their organization.

For each professional experience you have held, or currently hold, you will first want to identify your most relevant or impressive skills, experiences, or accomplishments. As much as possible, these should be things employers are looking for in a candidate. Once identified, you will use the APR Method to write about them.

Action + Problem/Project + Result

Step 1: Choose a strong action verb to describe your work. Use present tense when describing current experiences and past tense for previous experiences. Need help finding the right verb? This [list from the Muse](#) offers many suggestions.

Step 2: Clearly and concisely state the project or problem you worked on.

Step 3: Describe the results achieved, quantifying results (using numbers) when possible.

Examples:

Action + Problem/Project + Result

Rectified + invalid data set from system + allowing results to be accurate and valid for conference presentation

Action + Problem/Project + Result

Implemented + two fundraising events for Campus Food Pantry + raising more than \$2,000 and significantly improving campus awareness of food insecurity