

Writing Effective Summary Bullets in APR Format

Effective resumes use bulleted accomplishment-driven statements to describe experiences using a format called APR: Action + Project/Problem + Result. Learn to write or revise your experience descriptions using the Writing Resume Summary Statements step-by-step guide.

1. Brainstorm your duties and accomplishments.

For each of the experiences you're going to describe on your resume, try answering some of these questions:



- What tasks were you given to complete?
- How did you complete the tasks?
- What problem did you solve and how did you solve it?
- What tools or special skills did you use?
- What was the result? If you're having a hard time coming up with a result, try to think of what would *not* have happened if you weren't there. This should help you identify the impact of your work!

2. Begin with a Strong Action Verb.

Action verbs help bring your resume to life by painting a picture for the reviewer and affirming your skills. To start your bullet point, choose a verb that best describes the actions you took. Use verbs that are specific and varied; avoid repeating the same verb and using less descriptive verbs like “helped to”, “worked on,” and “responsible for.”

Read more: For a list of verbs organized by skill type, please review **Resume Strong Action Verbs Resource Document**.

3. Include Details and Numbers

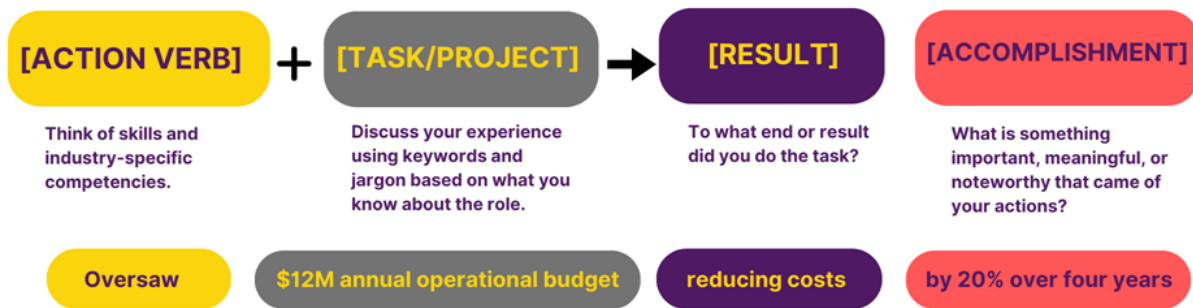
Include any details necessary to accurately describe the project or problem that you worked on. This doesn't mean that you have to use the thesaurus to try to use words and phrases that you wouldn't normally use to describe your responsibilities. It's better to be clear than be complicated.

PRO TIP! A great way to show your impact is to quantify your achievements using numbers, percentages, and dollar amounts when possible. This will help define the scope of your impact and validity to your achievements. This also shows productivity and productivity is always transferable! Here are some examples of how you could identify opportunities to add quantifiable accomplishments to your bullet points:

- Work with a group of people? How many?
- Did you increase sign-ups or boost followers on a social media channel? By how much?
- Manage a budget? What was the amount you had to manage?

Action Verbs (create button to go to attached resource) Bullet Point formula: Start each bullet point statement with a strong action verb (i.e., **ACTIVITY**), followed by the **PROJECT**, and then tell the reader the **RESULT** of your actions. In other words, answer the following questions: “*What did you do?*”, “*Why did you do it?*”, and “*What was the outcome?*”

Here is another way to visualize and construct bullet statements:



4. Include a result to show your impact

This is that portion of APR format that is most often left out! Try adding the impact of your work whenever possible. What might seem like an obvious impact to you isn't always obvious to employers, so include the result of your work to clearly demonstrate your contributions.

Good: Bullet point written without the result	Better: Bullet point written with the result (in bold)
<ul style="list-style-type: none"> • Improved client data retention by entering data from paper files into a comprehensive database for easier reference 	<ul style="list-style-type: none"> • Improved client data retention 17% by entering data from paper files into a comprehensive database for easier reference
<ul style="list-style-type: none"> • Led training of new employees at smooth and sandwich prep stations 	<ul style="list-style-type: none"> • Led training of new employees at smooth and sandwich prep stations to reinforce food handling and safety guidelines.

For information about writing APR bullets, check out the following resources:

- [67 Resume Accomplishments Examples to Show Your Value](#)
- [How to Quantify Your Resume Bullets When You Don't Work with Numbers](#)
- [Add Accomplishments to Your Resume to Land the Job](#)

Ready to get feedback on your resume?

- Review the **Resume Checklist** to see how your draft compares to resume best practices.
- Utilize the free online tool **Resume Worded** (<https://resumeworded.com/>) to evaluate your resume. This tool assesses your resume based on essential criteria that recruiters and hiring managers seek.
- Submit your resume (word document or pdf) to [Career Services](#) for a full resume review. Please allow 5 business days from receipt of submission.
- Make a [Speed Resume appointment](#) on Handshake.