



# CAREER SERVICES

## APR Statements

The following formula will allow you to create brief, but detailed bullet points on your resume that describe your skills and experiences.

- Speaking about your experiences on your resume is important!
- There are three important things that the employer needs to know:
  - What you did?
  - How you did it?
  - Why you did it?
- Following the APR formula will help you answer those three questions.

**A:** Action: This is the “how” of the statement. Use an action word to describe how you completed your task. This eliminates the use of the phrase “responsible for”. Refrain from using the phrase “responsible for” on your resume.

**P:** Project: This is the “what” of the statement. What did you do? Mention the specific task that you were assigned. This is important. Check the job description and ensure that the projects that you are including on your resume showcase how you can meet the requirements in the job description, or how what you have done offers transferable skills to the position you’re applying for.

**R:** Result: This is the “why” of the statement. Ensure that you include whether you were successful in accomplishing the task or project. Ask yourself: What was the outcome? How did the company/clients benefit from my work on this project/task?

### Example

Action	Project	Results
Managed	client financial portfolios	which led to a 35% increase in new memberships
Successfully	entered client information into the company database	to maintain proper record-keeping

### Complete APR statement Examples

- Managed client financial portfolios, which led to a 35% increase in new memberships
- Successfully entered client information into the company database to maintain proper record keeping