



Resume – Using APR Format to Expand on Your Experiences

Once you have written notes about your experiences, you can expand on them and begin to create your resume. Here are some tips for the next steps in this process.

Looking at the notes you have written about your experiences, what stands out?

- Look for verbs – you may want to use those as you write
- Think about the role you played in the experiences you wrote about. How did you make a difference?
- Did you write about any skills? These may be skills to include as you create bullet points
- Looking at the key questions you answered, how can you pull this together into a succinct statement?

APR Approach

- A tool that makes writing about your experiences easier is the APR method. APR stands for Action, Project/Problem, Result
- **Action + Project / Problem + Result** = well-crafted writing that is focused on your achievements

Consider these things as you write:

- Select an action verb that best describes your approach for a particular task or project
- Identify and succinctly write about the project or problem you were working on
- Think of the result you achieved with your work on this project, or the impact your work had

What are some of the most important things to include when writing?

- Let the APR format be your guide – this will make it easier

Here are some Dos and Don'ts:

- | Do | Don't |
|---|---|
| <input type="checkbox"/> Pick strong action verbs that are descriptive | <input type="checkbox"/> Use terms like “responsible for” or verbs like “helped” – instead – define how you were responsible (what did you do?), or specifically how you helped |
| <input type="checkbox"/> Define the problem / project clearly, so someone outside of your field could easily understand it. | <input type="checkbox"/> Use the first person (I, me, my); it's known that your resume is about you! |
| <input type="checkbox"/> Add numbers where possible to measure your results | |
| <input type="checkbox"/> Write in the present tense for current experiences and past tense for previous experiences | |