

The PAR Method

The **PAR Method** is an easy to use formal method for creating bullet points. With few exceptions you should follow this method whenever possible. Each bullet point in your resume should have the following three features in order (A+P+R):

Action

An action verb describing a specific skill. Stay away from generic verbs such as “assist”, “Help”, and “Worked with” as they do not convey a skill to an employer. Action verbs should generally be in the correct tense based on the position. If you are currently in a position verbs should be in present tense, and only in past tense if the task was completed and is no longer a part of the position. If you no longer have the position verbs should be in past tense.

Project

The project is whatever your action verb refers to (i.e. Managed a team of workers).

Result

How your action benefited others, why you did it, or show some sort of unit of growth. This is the hardest part of the resume as it requires you to think from a top down perspective. Why do you do a task? Why does anyone do this particular task? How does it impact other people? These are the kinds of questions to ask yourself when thinking about creating a result. If you cannot think of a result then it may not be important enough to put on a resume.

There are times when the **PAR** method does not work in the APR format. In the instances listed below you can swap the order of the PAR Method to RAP to fit your needs. These three instances are:

Grammar or sentence structure

Many times you will find it does not make sense, or is blatantly grammatically incorrect to have a bullet point in the APR format. Moving the result to the front may fix this fairly easily.

Describing similar skills in a new way

You have multiple positions where you did the same, or similar, tasks. The goal is always to highlight as many different skills and reduce redundancy in your resume. Moving the Result to the front may fix this issue as long as the sentence is slightly altered.

Changing the focus of a bullet point

When you are applying for similar but slightly different jobs changing the order of existing phrasing can dramatically change the focus. A good example can be found below. The top phrasing would be an excellent order for a hiring or general manager position, whereas the phrasing on the bottom would be great for a logistics manager.

The PAR Method

P **Project:** subject of your action

A **Action:** action verb

R **Result:** metric, why you did something or how it impacted stakeholder

Project
peer mentor program

Action
hire, train, manage

Result
242 peer mentor appointments

Project
social media campaigns

Action
created graphics, wrote content, & coordinated calendar

Result
increased online and in-person traffic to programs

Action Word Phrase
Hired, trained, and managed 12 peer mentors through the Student Life Peer Mentor program resulting in 242 student appointments

Project
student tutoring program

Action
review biology lessons

Result
decrease number of students with C or below in course

Action Word Phrase
Created graphics, wrote content, and coordinate calendar for social media campaigns increasing online and in-person traffic by 62%

Project
diversity, equity, & inclusion program

Action
Developed and presented program on benefits of DEI affinity groups for employers

Result
6 new affinity groups within 3 departments

Action Word Phrase
Reviewed biology coursework with students through tutoring decreasing the number of students with a C or below fall semester

Action Word Phrase
Developed and presented program on the benefits of DEI affinity groups increasing the number of affinity groups for local Fortune 500 company