**Write about experiences on your resume: PAR Statements**

PAR statements are a succinct way of expressing an experience on your resume.

This writing formula stresses your skills and achievements in a way that maximizes their impact

1. Describe the **Project**, task, job.

2. What were your **Actions**? What specific role did you play?

3. What was the **Result** or outcome, goals or implications of the project?

You need to include all three parts in order to form one bullet point (aka: one PAR statement)

Use action verbs to begin the statement.

Quantify the results by stating the

amount of dollars saved

number of clients served

the percentage increase in productivity

For example, your experience is:

*At my recent job, I helped put together a survey and made a flier to let students know about the organization.*

Ask yourself:

What was my role?

Do I need more detail about the project?

What was the outcome?

Use the following chart to help organize your ideas:

|  |  |  |
| --- | --- | --- |
| Project **(2)** | Action **(1)** | Result **(3)** |
| A survey | Helped Design | To determine Member’s needs |
| Tri-fold flyer | Designed, Created | To attract students to join the organization |

Put it all together in PAR Statements:

 ***(1)*** *Helped design* ***(2)*** *a survey* ***(3)*** *to determine members’ needs.*

 *Designed tri-fold flyer to attract students to join the organization.*

***Action Verbs***

|  |  |  |
| --- | --- | --- |
| Communication Skills | Creative Skills | Organizational Skills |
| Addressed Advertised Arbitrated Arranged Articulated Authored Clarified Collaborated Communicated Composed Condensed Conferred Consulted Contacted Conveyed Convinced | Designed Developed Directed Displayed Drew Entertained Established Fashioned Formulated | Ordered Organized Prepared Processed Provided Purchased Recorded Registered Reserved Responded Reviewed |