

Bullet Points (aka. 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.

There are three main components:

1. Describe the **PROJECT** – the task, the job, the “subject of the sentence”
2. What were your **ACTIONS**? – what specifically did you do? (VERB)
3. What was the **RESULT** or outcome? – goals or implications of the project.

Use an **ACTION VERB** to start the statement. Follow that up with the **PROJECT**, and then tell the reader the **RESULT** of your action on the project.

For example, at your job, you *trained and supervised all new, incoming staff*.
Ask yourself:

- ✓ What was my role?
- ✓ Do I need to give more detail about the project?
- ✓ What was the outcome? Why did I do this?

Use the following chart to help organize your ideas:

PROJECT (subject)	ACTION (verb)	RESULT (why?)
New, incoming staff	Trained and supervised	To ensure consistency of service and adherence to policies and procedures at all times

Put it all together into a PAR Statement:

Trained and supervised new, incoming staff to ensure consistency of service and adherence to policies and procedures at all times

QUANTIFY your experiences whenever possible!

- ✓ How **MANY** patients/people/clients did you see?
- ✓ What **SPECIFIC** populations did you work with?
- ✓ How **MUCH** money did you manage?

Assessed patients

VS

*Assessed 10-15 patients per day including **pediatric patients** and **patients with physical disabilities***

ACTION VERBS

Management Skills

Administered
Analyzed
Assigned
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reorganized
Reviewed
Scheduled
Supervised

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Co-Authored
Collaborated
Corresponded
Developed
Directed
Drafted
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Proposed
Publicized
Reconciled
Recruited
Spoke
Translated
Wrote

Research Skills

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined

Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Inspired
Organized
Reviewed
Summarized
Surveyed
Systemized

Technical Skills

Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Pinpointed
Programmed
Remodeled
Repaired
Solved

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Lectured
Persuaded
Set Goals
Stimulated
Taught
Trained

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited

Balanced
Budgeted
Calculated
Computed
Developed
Managed
Planned
Projected
Researched

Creative Skills

Acted
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Illustrated
Instituted
Integrated
Performed
Planned
Proved
Revised
Revitalized
Set up
Shaped
Streamlined
Structured
Tabulated
Validated

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Facilitated
Familiarized
Guided
Inspired
Motivated
Participated
Provided
Referred
Rehabilitated
Represented
Reinforced
Supported
Taught
Trained
Verified

Clerical/Detail Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Filed
Generated
Implemented
Inspected
Monitored
Operated
Ordered
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized

Stronger Verbs for Accomplishments

Accelerated
Achieved
Attained
Completed
Conceived
Convinced
Discovered
Doubled
Effectuated
Eliminated
Expanded
Expedited
Founded
Improved
Increased
Initiated
Innovated
Introduced
Invented
Launched
Mastered
Originated
Overcame
Overhauled
Pioneered
Reduced
Resolved
Revitalized
Spearheaded
Strengthened
Transformed
Upgraded