



Name: \_\_\_\_\_

## Accomplishment Exercise for Resume Development

Build your resume by showcasing how you have used your skills and skill sets to achieve positive results in your job and for your organization. Use the Problem – Action – Result (P.A.R) framework below and then summarize the content in a bullet statement. This content becomes the body of the experience section of the resume and the selling points for an interview.

Preferred Skill/Skill Set	Problem	Action	Result	Bullet Statement
<i>Example: Analysis/ Problem Solving Skill Set</i>	<i>Animal shelter fundraising revenue was 15% below prior year.</i>	<i>Researched fundraising best practice. Presented findings to board with recommendations for increasing revenue</i>	<i>Fundraising revenue increased by over 20% in subsequent year.</i>	<i>Successfully implemented new fundraising techniques, resulting in the shelter's ability to expand services.</i>

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