

Below are samples of a PAR formula statements

- Used laptop computer to record weekly meeting minutes and compiled them in a Microsoft Word-based file for future organizational reference.
- Developed three daily activities for preschool-age children and prepared them for a 10-minute holiday program performance.

Ask yourself some of these questions to turn duties into accomplishments on the resume.

1. What would you brag about?

Think of a particular instance where you utilized specific knowledge or skills important for the job you're applying for and came to impressive results.

2. How do I compare with my peers?

Are you more senior than others? Do you specialize in a particular area? Are you the 'go-to' person for specific areas? Were you chosen to train others? This will help differentiate you from others who may have the same level of responsibilities and duties.

3. Was there anything I did that was above and beyond my normal responsibilities?

In some professions, it's harder to quantify results, in which case we go to qualified results and look at how you may have improved a situation like employee retention, customer service, and so on.

4. Was there a time when I was recognized for a job well done by those higher up?

Things like Employee of the Month, Top Salesperson of the Year, and other forms of recognition can be used to relay how great you are at the job.

5. Was there something I did or an idea I proposed that led to implementation that resulted in notable improvements in performance, service, or profit?

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Compare these two resume/interview "languages:"

A. "I answered phones, typed correspondence, scheduled meetings and other duties as required."

B. "After two weeks supporting the Manager of Operations, I was asked to fill in for the President's administrative assistant, because of demonstrated organizational skills and ability to juggle multiple priorities and projects."