



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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