

PAR Statements: Write about experiences on your resume

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

- They allow the employer or graduate school to read 3-5 major bullet points on the key accomplishments and tasks you've carried out during that specific time. You are telling a quick, summarized story in one statement.
- They demonstrate specific instances of transferable skills in regards to the position.

Tips for building your resume from scratch

Think of:

- Projects that make you proud
- Programs you revamped/improved
- Money you saved the company or customer
- Special projects you assisted with
- Anything you designed or implemented
- Awards and recognitions you won

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

1. Describe the **Project**, task, or job.
 - Think back to a key project or task you had that is relevant to job what you are now applying for.
 - Employers/Schools are looking for transferable skills and what makes you qualified for the position.
 2. What were your **Actions**? What specific role did you play on the project?
 - What are some action verbs that describe what you did in that project?
 - (E.g.: Created, Developed, Managed, Supervised, Implemented, Advised, Researched, etc.)
 3. What was the **Result** or outcome, goals, or implications of the project?
 - This is your chance to complete the story and let the employer/graduate school know what happened as a result of your actions.
 - How did your actions benefit the company or client?
 - If you did not see a concrete result, you can talk about goals or intended outcomes.
 - Having the 'result' piece in your statement displays the effect you had and the conclusion.
- Use action verbs to begin the statement.
 - Always start your statement with 'A' for 'action'. Begin by brainstorming about the 'project' because that will get you to start thinking about the 'action' you did.
 - Quantify the results to show actual results from your actions on the project by stating the:
 - Amount of money 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 role did I have in the project or task?
 - Do I need more detail about the project?
 - What was the outcome?
 - Have I demonstrated to the employer the transferable skills from this experience that relate to the position?

Use the following chart to help organize your ideas. Let the numbers help guide you put the statement together once you have filled out the chart.

Project (2)	Action (1)	Result (3)
A survey	Helped design	To determine members' needs
Tri-fold flyer	Designed, Created	To attract students to join the organization

4. Put it all together in PAR Statements:
 - (1) Helped design (2) a survey (3) to determine members needs
 - (1) Designed (2) tri-fold flyer (3) to attract students to join the organization

STAR Format

During the Interview: Answering Behavioral Questions

STAR is a formula to help you give examples during interviews in a way that showcases related information about a particular skill that the job demands. It is a way to share all the valuable information an employer/graduate school wants to hear while keeping your interview answer succinct.

1. **Situation: Describe the situation**
 - a. The interviewer wants to know about a specific challenge you encountered.
 - b. It is important to think of a situation that is going to be important to the role that you are applying to.
2. **Task: How did you approach the situation?**
 - a. This is your chance to go into detail and be descriptive regarding how you overcome the obstacle.
 - b. How did you plan to resolve the situation?
3. **Action: What action did you take?**
 - a. The interviewer wants to know what your role was in terms of resolving the situation.
 - b. This is where you explain how you implemented the task.
4. **Result: What was the result of your action?**
 - a. This is your chance to complete the story and let the employer know what happened as a result of your actions on the project.
 - b. How did your actions benefit the company or client?

Example STAR answer:

(S) The restaurant was not attracting new customers to the location. (T) My goal was to generate new marketing strategies and incentives to increase awareness of the restaurant and attract new customers. (A) I designed a new flyer and went around to all the local businesses to share the flyer and talk about the restaurant. I also came up with a social media page to promote the brand as well as certain incentives. (R) By reaching more people through the new initiatives, we were able to increase our new and returning customers by 20%.

SAMPLE BEHAVIORAL INTERVIEW QUESTIONS

Practice using the STAR Method on these common behavioral interviewing questions:

- Describe a time when you encountered a stressful situation that demonstrates your ability to cope.
- Tell me about a time when you set a challenging goal and were able to meet it or achieve it.
- Give me an example of a time you had to make a quick decision.
- Tell me about a situation you had with a very upset customer/client/co-worker and how you handled it.
- Describe a time when you overlooked an obvious solution to a problem you encountered.

Remember that experiences you have had could fit as the answer to multiple behavioral questions. For example, an employer might choose to ask either "How do you work under pressure?" or "Tell me about a time you experienced a conflict and how you handled it?", and you could potentially answer with the same experience.