ACCOMPLISHMENT STATEMENTS

PAR Technique
P = Problem
A = Action
R = Result

Examples of how to use PAR formula

1) Title: Store Clerk, Responsibility: Handled customer complaints

- **Problem**: Unsatisfied customer
- **Action**: Listened to customer complaint, analyzed situation, and determined customer was overcharged so reimbursed him
- **Result**: Customer felt understood, was satisfied with service provided and continued to shop at the store.

*Handled customer complaints.*

OR

*Worked with customers to resolve complaints and maintain customer relationships.*

P: ______________________________________________________________

A: ______________________________________________________________

R: ______________________________________________________________

Accomplishment statement:

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P: ______________________________________________________________

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Accomplishment statement:

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P: ______________________________________________________________

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Examples of how to use PAR formula

1) Title: Volunteer coordinator, Responsibility: Recruited volunteers for non-profit organization

- **Problem**: Number of volunteers was low because there was no consistent marketing or outreach plan.
- **Action**: Developed and implemented effective marketing and outreach plan.
- **Result**: Increased number of volunteers by 25% in first six months.

* Recruited volunteers for non-profit organization.
* OR
* Increased volunteer recruitment by 25% in the first six months by designing and implementing a marketing and outreach program.

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A: ______________________________________________________________
R: ______________________________________________________________

Accomplishment statement:

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P: ______________________________________________________________
A: ______________________________________________________________
R: ______________________________________________________________

Accomplishment statement:

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