

RESUME POWER BULLETS

DOCUMENT CREATION > RESUMES & COVER LETTERS

S.T.A.R. YOUR ACCOMPLISHMENTS

A common mistake made on resumes is listing job responsibilities as bullet points. While the position duties are important, recruiters are looking for your accomplishments.

So how do you take your resume to the next level? Make it a S.T.A.R. resume with accomplishment-based bullet points. To present yourself credibly, you need to substantiate every assertion you make about yourself in a situational example. It is not enough to say you are a leader, an effective communicator, a team player and so on; you need to show it. Nothing you say will have more potential impact than when you describe a time when you proved that you are x or have skill y.

Situation / Task: What was the situation, task, problem, challenge, etc. you worked on?

Action: What actions did you take to accomplish the job?

Result: What was the outcome and impact of your efforts?

Write down your job responsibilities (**S / T**). Leave a few spaces in between each responsibility to allow for developing your bullet point(s). Keep the following prompts in mind as you write: "When did I...?"

- Take initiative, solve a problem, develop a new procedure, improve productivity, etc.
- Save money, reduce costs, increase sales, save time, etc.
- Do something noteworthy

Under each Situation/Task, write down the actions (**A**) you took to complete the assignment. Next, write the result (**R**) and impact of those action steps. Quantify whenever possible with numbers and percentages. Once completed, develop an accomplishment statement from the results of your actions.

EXAMPLE

S/T: Products division was experiencing no profitability and slow sales

A: Created training program for sales representatives including innovative techniques & marketing strategies

R: Product sales increased from \$20,000 to \$40,000 in just six months

Power Bullet: Grew product sales by 100% in six months by implementing new training program and introducing employees to innovative sales techniques and marketing strategies