A PAR-FORMATTED RESUME

With most companies using Applicant Tracking systems to automatically parse through submitted resumes in search of keywords, a text-based resume is often the best way to go.   A non-traditional resume like a PAR formatted resume - Problem/Action/Result - could work in your favor or against you. (PAR resumes can also be called SAR or STAR formants.) Here's why:

1. A PAR resume is based on accomplishments. It is a great way to let an employer know what you can do for them.

2. A PAR format will only help you if you know exactly what problems the hiring company is facing. Otherwise, you could be highlighting everything they are not interested in.

3. When you use a PAR format, you are telling the reader what you have done and can do.

4. A PAR resume needs strong results. The results must be written concisely and still prove how good you are.

5. A PAR type resume prepares you for your interview. It places your skills in perspective for the reader and narrows the interview field.

6. A non-traditional format for a resume is best used for creative positions or positions where you have a strong contact and/or know problems the company is facing.

In this type of resume, P is for the Problem you faced in a job which required unusual performance in order to solve it.

A is for the Action/Approach you took to solving the problem including a description of how your analysis, preparation and resources you used.

R is for the Result. Results should be expressed in quantifiable terms.

When using a PAR format, remember that action verbs are very important. You should have built, created, developed, directed, doubled, generated, performed, produced, sold, started, tripled, won versus led, worked on, oversaw, observed, monitored etc.

A PAR format can highlight accomplishments performed off the job; therefore, this format can show what you have done in the volunteer arena.

You can do a complete PAR resume or just sprinkle the accomplishments throughout your chronological resume.

What types of accomplishments should you include? Some are:

--Taking the initiative to solve a problem that no one else wanted to do.
--Developing a new approach that improved something.
--Conceived and created a new function or product and was measurable.
--Performed a challenging task with fewer resources or lower costs.
--Devised a measurable plan or procedure.
--New business that you landed that led to additional business coming in.
--Your participation in a project that was an important component to its success.

Follow the format below for each accomplishment. You should have three to four on your resume for each position.

Accomplishment 1:

Problem:

Action:

Result:

Skills: Technical, Functional, Admin/Managerial.

Then prepare a summary of your skills. This summary will replace your Objective/Summary on the top of your resume.