

# 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:

\_\_\_\_\_  
\_\_\_\_\_

P: \_\_\_\_\_  
A: \_\_\_\_\_  
R: \_\_\_\_\_

Accomplishment statement:

\_\_\_\_\_  
\_\_\_\_\_

# ACCOMPLISHMENT STATEMENTS

*PAR Technique*

**P = Problem**

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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.*

P: \_\_\_\_\_  
A: \_\_\_\_\_  
R: \_\_\_\_\_

Accomplishment statement:

\_\_\_\_\_  
\_\_\_\_\_

P: \_\_\_\_\_  
A: \_\_\_\_\_  
R: \_\_\_\_\_

Accomplishment statement:

\_\_\_\_\_  
\_\_\_\_\_