Using the PAR Method

The PAR method is used to help students write powerful accomplishment-based bullet points. The student begins by identifying a problem they experienced, telling what action steps they took to solve the problem and the results they received.

Problem	Action	Results	Bullet Point
Disorganization leading to loss of records.	Filed records in alphabetical order.	Employee satisfaction and organization increase.	Filed 100 records in under 1 hour resulting in improved organization and employee satisfaction.
Too many tasked assigned to one person causing unnecessary stress.	Delegated task to multiple people.	Efficient time management and better-quality work.	Delegated task to team of 10 resulting in improved time management and better-quality work.
Decrease in number of customers.	Increased promotion by making social media presence.	Increase in customers and brand awareness.	Created social media page with 1k followers to raise brand awareness resulting in a 50% increase in customers.
Customer giving hard time over meal order because they did not receive their food on time.	Apologize to customer and offer a free meal.	Prevented customer from leaving.	Averted customer dissatisfaction by offer free meal resulting in restaurant keeping consumer.