

Make Your Resume R.O.A.R.

What if your resume could stand out – what if it caught the employer’s eye in such a way that they couldn’t help but want to know more?

Your resume is the doorway to getting noticed. To make it stand out, your resume has to be different.

It has to ROAR! ROAR is an acronym – ROAR stands for RESULTS ORIENTED AND RELEVANT. Results-oriented resumes don’t just list job duties. INSTEAD, they tell them more! For every job you’ve had, look for any way you can to list accomplishments, numbers, quantities, comparisons and anything else that demonstrates your ability to stand out from the crowd. Use the following questions as a brainstorming list for listing results, accomplishments and achievements. Remember— people hire for your value to them. They use past performance as an indication of what you offer. Specific results, accomplishments, and achievements should always be at the core of your resume:

It might help to describe accomplishments / achievements using the following CAR acronym:

C = Challenge (think of a challenge you faced or problem you had to resolve)

A = Action (what action did you take?)

R = Results (what was the result of the action you took? What was the value-added?)

Other Questions:

1. How is the company better off now than before they hired you?

2. Did you increase sales / productivity / volume? Please provide percentage or amount.

3. Did you generate new business or increase client base? How? What were the circumstances?

4. Did you forge affiliations, partnerships or strategic alliances that impacted company success?

5. Did you save your company money? If so, how and by how much?

6. Did you design and/or institute any new system or process? If so, what were the results?

7. Did you meet an impossible or difficult deadline through extra effort? If so, what difference did this make to your company?

8. Did you bring in a major project under budget? If so, how did you make this happen? What was the budget? What were you responsible for saving in terms of time and/or money?

9. Did you conceive, design or (help) launch a new product or program? If so, did you take the lead or provide support? How successful was the effort? What were the results?

10. Did you assume new responsibilities that weren't part of your job? Were they assigned or did you do so proactively? Why were you selected?

11. Did you introduce any new or more effective systems, processes or techniques for increasing productivity? What was the result?

12. Did you improve communication in your firm? If so, with whom and what was the outcome?

13. How did your company benefit from your performance?

14. Did you complete any special projects? What were they and what was the result?

Put It Together:

CHALLENGE: <i>What was your task?</i>	ACTION: What was involved in completing your task?	RESULT: What was the outcome of your actions?	CAR Statement
Ex. Staff changes were ongoing as our employee base was mostly students from a local university. Training was difficult to accomplish when working around student schedules and store volume. Customer complaints were high and employee satisfaction was affected.	I evaluated staffing requirements based on past experiences. I sought out experienced employees to help with training. Each employee was assigned an area of specialization and tasked with a group of new employees. New employees were grouped together in teams to provide support to one another, and I established a quick 15-minute meeting at the	Customer complaints went down by 12%, employee satisfaction increased and that impacted positively on employee retention.	Reduced customer complaints by 12% and increased employee retention by evaluating staff training and creating specialized teams to establish a supportive working environment.

	beginning of each shift to update everyone before they went on shift.		