

SAR STATEMENTS

Your resume must contain concise bullet points to describe your experiences. SAR statements effectively outline your accomplishments in a simple, informative way.

SITUATION

Scenarios you have had to deal with in your experience

ACTION

What you did to resolve the problem

RESULT

Outcomes that resulted from your actions

EXAMPLE

ACTION: Reorganized a
SITUATION: cluttered office supply store,
RESULT: which led to a a 20% increase
in sales of merchandise

Placing a strong verb at the start of the statement can grab the attention of the reader, and will convey important tasks and information to the employer quickly

QUESTIONS TO CONSIDER

- What tasks did you complete (what did you do and how?)
- What skills did you use when you took action on the problem?
- What obstacles were you required to overcome?
- What was the result, outcome, significance or conclusion?



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