

Writing Strong Resume Bullet Points: Architecture and Industrial Design Industries

Turn experiences into impact using the SAR method

What do employers look for in these industries?

Effective resumes in these industries highlight measurable results such as improved functionality, user experience, sustainability, project delivery, or design quality. Overall, this handout will help you write strong accomplishment statements for roles in architecture or industrial design.

Tip: Remember to [customize your resume](#) by incorporating keywords from the job description. For additional guidance on formatting and structure, review our [Resume/CV templates](#).

SAR Method: Core Framework

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

What is SAR?

S = Situation: What was the context? (e.g., problems you encountered or tasks you took on)

A = Action: What did you specifically do? (e.g., use a strong past-tense [action verb](#))

R = Result: What changed because of your actions? (e.g., improvements or outcomes)

Note: When formatting a resume bullet point, the sequence should be Action + Situation + Result. Also, try to incorporate numbers, percentages, or dollar amounts to further demonstrate your impact.

A weak example for a summer internship could be:

- Assisted architects with reviewing design drawings and project documentation

A strong example for a summer internship using the SAR method could be:

- Reviewed AutoCAD and Revit drawings for a 4-storey mixed-use development, recommending 5 accessibility and layout improvements incorporated into the client-approved design

How the SAR Method was implemented:

ACTION: Reviewed

SITUATION: AutoCAD and Revit drawings for a 4-storey mixed-use development,

RESULT: recommending 5 accessibility and layout improvements incorporated into the client-approved design

Note: This statement includes industry-specific context and skills, clearly communicates the result or intent of the action, and incorporates numbers to strengthen its impact.

Tip: For current students, review the [Carleton Career Competencies](#) to identify the knowledge, skills, and attributes developed through your academic journey. These reflections can help articulate your employability and write stronger SAR statements.



Impact Levels: Early Experience vs Advanced Experience

This section will help you brainstorm the context of your work (Situation) and the impact of your contributions (Result), with sample examples tailored to your level of experience.

Early Experience (e.g., co-ops, placements, internships, projects, clubs, and entry-level roles)

Considerations for the Situation	Questions to Help Frame the Result
• Carleton Career Competencies (e.g., Communication, Research & Analysis, or Discipline-Specific Knowledge) • Design tasks completed (e.g., # of drawings, renderings, models, prototypes) • Tools used (e.g., Revit, AutoCAD, SketchUp, Adobe Creative Suite, 3D printing)	• What recommendations did your work inform? (e.g., layout revisions, material selections, user-centred enhancements) • How did you improve the design? (e.g., fewer inconsistencies, better accessibility) • What recognition did you receive? (e.g., competition awards, positive client feedback)

Studio Design Assignment: Developed a 5,000 sq. ft. community centre in Revit, incorporating 5 passive design strategies to enhance natural lighting and occupant comfort

ID Product Competition: Prototyped an ergonomic kitchen tool using CAD software and 3D printing, earning a top-three finish among 25 student teams for user-comfort improvements

Advanced Experience (e.g., professional experience and leadership roles)

Considerations for the Situation	Questions to Help Frame the Result
• Projects, facilities, or developments (e.g., buildings, public spaces, consumer products, manufacturing lines) • Project priorities (e.g., zoning restrictions, sustainability, budget constraints, regulations) • Stakeholders (e.g., clients, engineers, contractors, city officials, manufacturers)	• What project milestones were achieved? (e.g., approvals secured, construction completed, product commercialized) • What business outcomes improved? (e.g., reduced costs, accelerated timelines) • What user benefits resulted? (e.g., better usability, improved space efficiency)

Architect: Directed the design of a 120-unit affordable housing development, contributing to municipal approval 2 months early and achieving a 12% reduction in circulation space

Design Specialist: Led the commercialization of 12 consumer products across a team of 8 designers, reducing manufacturing costs by 15% while maintaining performance and usability

Other ways to show impact if you do not know exact numbers

- **Scope** (e.g., approximate # of drawings, models, floor plans, prototypes): Produced 30+ BIM models to support permit applications for a multi-building development
- **Scale** (e.g., size of project, portfolio): Refined concepts for a medical device product line in a multinational company, advancing designs towards commercialization
- **Quality improvements** (e.g., efficiency, functionality, accuracy): Standardized design drawing templates, improving consistency and reducing errors across project phases

Tip: Begin [tracking data](#) to incorporate stronger metrics into future SAR statements.

