

Writing Strong Resume Bullet Points: Teaching and Learning Industry

Turn experiences into impact using the SAR method

What do employers look for in this industry?

Effective resumes in this industry highlight measurable results such as improved student learning, increased attendance, better academic performance, or enhanced educational experiences. Overall, this handout will help you write strong accomplishment statements for roles in teaching, tutoring, educational support, instructional design, and learning development.

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:

- Facilitated study workshops for summer school

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

- Developed and facilitated 8 study skills workshops for 60 youth participants using Wooclap and interactive learning activities, increasing participant interaction by 20%

How the SAR Method was implemented:

ACTION: Developed and facilitated

SITUATION: 8 study skills workshops for 60 youth participants using Wooclap and interactive learning activities,

RESULT: increasing participant interaction by 20%

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, Diversity & Intercultural Awareness, or Digital Literacy) • Teaching or learner support activities (e.g., tutoring, mentoring, lesson planning) • Educational platforms or approaches (e.g., Brightspace, Kahoot!, Wooclap, UDL)	• Who benefited from your work? (e.g., # of students, new learners, campers, educators, employees) • How did learning change? (e.g., higher quiz scores, more accessible experiences) • What skills did you strengthen? (e.g., facilitation, assessment, instructional design)

Camp Counsellor: Delivered wilderness survival lessons to 25 youth using Universal Design for Learning, enabling campers with disabilities to successfully complete all lesson components

Teaching Assistant: Created practice problems and learning resources in Brightspace for 30 Calculus students, increasing average quiz scores from 68% to 78% over one semester

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

Considerations for the Situation	Questions to Help Frame the Result
• Educational initiatives (e.g., curriculum redesign, employee training frameworks, professional development modules) • Instructional strategies (e.g., blended learning, behaviour management) • Stakeholders (e.g., K-12 students, postsecondary learners, SMEs)	• What educational outcomes improved? (e.g., student achievement, curriculum effectiveness, certification success) • How did participation change? (e.g., stronger attendance, retention, engagement) • What broader impact resulted? (e.g., faster onboarding, accreditation readiness)

Teacher: Redesigned a Grade 10 history curriculum for 120 students using small-group learning and proactive classroom management, raising completion rates by 14% and average grades by 8%

Instructional Designer: Developed scenario-based sales training for 150 customer-facing employees, improving product knowledge scores by 20% and shortening onboarding timelines

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

- **Scope** (e.g., approximate # of new assessments): Developed 10 new GIS and mapping assessments for a Geomatics class, measuring students' ability to interpret spatial data
- **Scale** (e.g., size of class, teams, program reach): Collaborated with teachers, parents, and RSWs on individualized learning plans, bolstering student participation and success
- **Quality Improvements** (e.g., compliance, consistency): Revised scoring for firefighter fitness assessments, contributing to accreditation renewal and consistent evaluations

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

