Introduction to PAR Accomplishments

Whenever you are conducting a job search process, it is vital to be able to confidently communicate on your resume, cover letter and during networking opportunities your accomplishments. However, most people instead focus on their job duties and therefore, fail to stand out from other job seekers who performed those same duties. To **"Get Noticed,"** keep your job duty lists concise on your resume and focus instead on sharing compelling PAR accomplishments that showcase unique, quantifiable, and relevant results you have achieved by performing those job duties. *(**NOTE:** Job duties you performed which are SIMILAR to the job to which you are applying are important to share, so list them with some level of detail on the application form.)*

PAR ACCOMPLISHMENTS ADDRESS THESE KEY AREAS:

- **P**roblem – A description of the problem or challenge you (or your team) faced.

- **A**ction – Specific action(s) you took to address the problem. If you were part of a team process, then exactly what did you do as part of the team effort.

- **R**esults –The benefits/value to the organization that resulted from your actions, or role on the team. (**Quantify and include percentages, dollar figures, and other metrics whenever possible.**)

EXAMPLES OF POSSIBLE RESULTS

- Decreased errors
- Solved a problem
- Advanced ESJ goals
- Was the first to...
- Simplified a work process

- Decreased costs
- Saved money
- Delivered on time
- Increased revenue
- Improved safety

- Increased customer satisfaction
- Received recognition for…
- Exceeded expectations
- Built positive working relationships
- Stayed within budget

HOW TO IDENTIFY YOUR ACCOMPLISHMENTS?

Look at "thank you" emails or letters you received. This is your "Result." Then list the actions you took to achieve that result and you have a PAR accomplishment. You can also look through past performance reviews or ask your co-workers and your supervisor on what you have done or currently do to make a difference, solve a problem or add value to your team, your customers or the organization as a whole.

REMEMBER THE "SO WHAT?" FACTOR

How do you know if you've written a good **PAR ACCOMPLISHMENT?**
Ask **"SO WHAT?"** – why is what you shared important. If you have an answer to **"SO WHAT?"** you probably have a good **PAR ACCOMPLISHMENT.**

TIP: To write a PAR accomplishment, BEGIN with the RESULT and then LIST the KEY ACTIONS you took to achieve the result and solve the problem.

PAR Accomplishment Examples

Problem:	Youth in juvenile detention were missing school and this information was not being tracked.
Action:	I was asked to track several components. The Chief of Security wanted to create a customized database to capture the information and print reports. I have taken classes and created databases in previous jobs using MS Access. With this tool, I was able to create a multi-level database which also flagged portions of the process that required action and wrote a code to trigger an email to notify the supervisor when action was required. I also created an end user manual that assisted the Supervisors and staff with the different tasks within the database.
Results: (So what?)	The department was very excited about the database. The feedback that I received was that it captured every aspect of the school attendance tracking and entered the information into a useable report. Most of the feedback positive and that it was useful tool and simple to use. I created this database in 2011 and a portion of the database is still being used today for tracking the school attendance data. In our division, this is quite remarkable because it is surviving without the support of the Chief who originated the project. Generally, something this unique would end when the person leaves.
PAR statement for resume	**Created customized, multi-level, simple to use database and end user manual for staff to track youth school attendance, which was well received and is still being used today**
Problem:	Youth in detention were spending a lot of their free time in unstructured activities resulting in behavior issues and conflict among them.
Action:	I volunteered to create and manage an evening sports program for the youth. My Supervisor suggested a peer to assist with the programming and we developed a structured activity several times a week in the gym for the youth.
Results: (So what?)	There were considerably less fights during the time we offered the programming because the youth had to have good behavior in order to participate. The youth detention living hall staff had a reduction in the youth they supervised because we took some of their youth to the gym. The living hall staff commented that they were able to give quality time to the remaining youth who needed extra attention due to behavior issues. The Supervisors said were very happy with the programming option and could offer our help to volunteers who wanted to come in during our programming time. We offered the youth a lot of variety and fun. The youth felt happy when they were recognized for having a good week in detention.
PAR statement for resume	**Reduced number of youth fights, freed up staff to work more closely with youth with behavior issues, and increased youth self-confidence by working collaboratively with a peer to create and manage an evening sports program for youth**