

**Key accomplishments
shape your resume to
tell your story**

- Use the CAR format
- Give quantifiable details—(\$\$, ##, %%) for the most impact

C

Challenge

- What was the problem?
- Why was it important to resolve

A

Action

- What did you do?
- Who else was involved?
- What were the steps or processes used?

R

Results

- Did the problem get fixed?
- Why or why not?
- What was the ending or outcome?