

RESUME TIP 2

DEMONSTRATION STATEMENTS

THE BASICS

When talking about your experience (paid, volunteer, academic, etc.), provide a full picture of what you've done.

- Do not just list your job responsibilities, but help the reader understand what did you (specifically) do/achieve in a certain role.
- Use this as an opportunity to demonstrate both technical/ subject matter skills and soft skills (such as communication, team-work, etc.)

THERE ARE TWO "FORMULAS" TO KEEP IN MIND.

SOAR

1. Situation: Describe the context of the work including the mandate, magnitude and risks involved
2. Obstacles: The problems or challenges you faced
3. Actions: What you have done and how you did it
4. Results: Link them back to the situation and giving the broad or on-going implications

ANOTHER WAY TO LOOK AT IT

1. What did you do
2. How did you do it
3. What did you achieve

EXAMPLES

WEAK

A successful builder of high-performance teams that can address challenging client situations.

STRONGER

Assigned as a new project leader to a client that was previously dissatisfied with our firm's services, rebuilt the project team with talented programmers, rewrote the application to the customer's satisfaction, resulting in renewal of the contract.

Managed society's social media sites to promote events.

Implemented the use of social networking sites (Twitter and Facebook) which led to an increase in student participation at events by an average of 20%/ event and an increase in traffic to our website by 50 new visitors/ month.

Successfully processed customer banking transactions.

Accurately processed \$2MM in wire transfers in 4 minutes or less, resulting in reduced customer wait time

Ran a food-bank campaign for student society

Initiated and launched a four-month, campus-wide campaign that resulted in the collection of 2,000 pounds of non-perishable goods for needy families in the Halifax area.

ADDITIONAL RESOURCES

https://merrickjc.org/SOAR_Statements

https://merrickjc.org/sites/default/files/uploaded_documents/soar_worksheet.pdf

<https://www.winthrop.edu/uploadedFiles/cce/AccomplishmentStatementHandout.pdf>



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