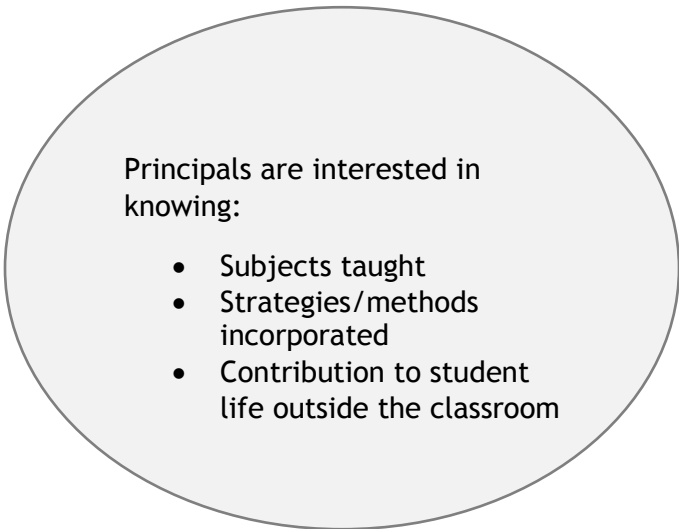




To build an effective resume that gets noticed by principals, using achievement statements is critical. When thinking about your key accomplishments for your resume, ask yourself the following: What did you do, how did you do it and what was the impact/result? Write down your answers. Start with the result when building your point for your actual resume. This process will help in your interview preparation as well.

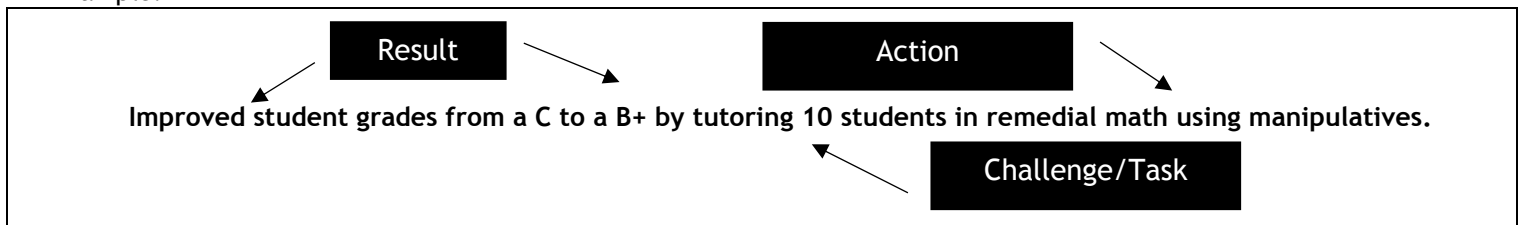
An effective achievement statement includes three components:

1. **Challenge:** What did you do? Begin with a past or present tense action verb.
2. **Action:** What steps did you take to meet the challenge?
3. **Result:** What was the result/impact of your action(s)?



When possible, it is most effective to begin your bullet point with the result.

Example:



Sample Achievement Statements:

- Contributed to a positive school climate by supporting the Arts Club and intermural volleyball.
- Prepared students for the Ontario Secondary School Literacy Test by collaborating with the school Student Success Coordinator.
- Differentiated instruction using a project-based learning module focused on writing Boolean equations allowing students to design a simple game of their choosing.
- Tracked class and students' progress using Markbook to target areas for growth as a group and individually.
- Developed and taught a unit on binary numbers and digital logic gaining experience in backward-design unit planning.
- Incorporated critical thinking skills into daily lesson plans by developing units on "Minds On" activities and "Big Ideas".

Develop your own achievement statements using the CAR method to build a strong resume.

Challenge: What was your task?	Action: What was involved in completing your task?	Result: What was the outcome of your actions?	CAR Statement
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Pro Tip: This technique also prepares you for your interview preparation and SOAR answers.

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