

# P-A-R EXAMPLES

## guide

### What are PAR Examples?

A key strategy in the job search is to share short, true stories from your professional experience that are directly related to the job. These stories, also called **PAR Examples**, will help you build credibility as a top candidate for the job.

### *P = Problem or Project*

State a problem or challenge you faced on the job - a crisis, a project, an innovation you spearheaded, a major responsibility, or even an everyday responsibility you held at work

### *A = Action*

Clearly describe the action **you** took to solve the problem. Share your individual contributions beyond those of the team

### *R = Result*

Using numbers whenever possible, share positive short-term & long-term results achieved

### How are PAR Examples used?

- Determine which jobs to apply for
- Write persuasive cover letters
- Answer interview questions effectively
- Prove your ability to perform the work successfully
- Allow the interviewer to get to know you
- Speak confidently about your relevant skills and experience when networking

### Why use PAR Examples?

The PAR examples you choose will depend on **your** background and experience, plus the requirements of the relevant job description. Take your time crafting your PAR Examples. This is your evidence of why the company should hire you! If you don't have a PAR Example that is an exact match for a job description requirement, tell a PAR Example about a similar or related skill instead. If you can't come up with many relevant PAR Examples for the job description, that may be an indication that you are not a good match for that job.



# P-A-R EXAMPLES

## sample

### Job Description Excerpt:

*Independent, effective problem solving in a high-pressure environment*

### PAR Example:

Soon after I started as Warehouse and Logistics Coordinator for Acme Shipping, an important shipment never arrived and a major client was very angry with us.

I contacted the client right away to apologize and find out what I could do to make it right. I found what was most important and expedited that part of the shipment overnight for free. I gave a 15% discount on the client's next 3 orders. Later, I investigated the cause of that error and our other most common shipping errors and created a training to coach staff on how to avoid them in the future.

Short-term, I was able to keep a major client. I reduced our branch's shipping errors by 19% the first quarter I was hired by implementing a training I designed on how to avoid that error and others. Long-term the training was so successful, it was adopted across all branches of the company lowering our shipping errors nationally by 5-10%.

*Problem or Project (P)*

*Action (A)*

*Result (R)*



# P-A-R EXAMPLES

## practice + review

**Practice** writing 1-3 PAR examples related to the main requirements in the job description:

**Review** your PAR example(s) Check for the following:

Used **job description** to customize PAR example

Explained the **problem/project (P)** quickly and clearly

Focused majority of story on **actions (A)** and **results (R)**

Specified **MY role** and contributions within the team

Included numbers to **quantify** results (R)

Limited to **short, concise** story or 2 minutes or less when spoken aloud

