

# P-A-R EXAMPLES for cover letters

## 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 Requirements:** *Teaching, Lesson planning*

**PAR Example:** I worked for two years in a private primary school for children ages 5 - 12 where I taught English as a foreign language to more than 150 students. Using a method to recognize foreign sounds and learning by using songs, I was able to increase the test scores for the final exam by 10%.

**Job Description Requirements:** *Business development, Market analysis*

**PAR Example:** At Pamukkale Iplik in Turkey, I brought an understanding of business development to my marketing activities, and based on my analysis of the product market trends, I led the production and marketing of a new type of product and cultivated 3 new clients.

**Job Description Requirements:** *Program development, Grant management*

**PAR Example:** While at CHF-Ecuador, I was responsible for the disbursement of loan and grant funds for local economic development projects. In the most successful case, around \$100,000 USD were disbursed to 400 bean producers in a small impoverished rural community, which allowed them to create a cooperative producers' organization.

**Job Description Requirements:** *Project management, Content development*

**PAR Example:** As a Learning Associate at Company ABC, we needed to develop new online content for clients' needs. I managed a curriculum design project leading a cross-functional team across the country to successfully launch new high-value content for over 500 users.

**Job Description Requirements:** *Training and facilitation, Economic development*

**PAR Example:** I have been trained in "Advanced Participatory Methods," a specialized participatory planning tool. Using this method, I have facilitated more than 50 community workshops in Latino communities to resolve conflicts and gain consensus on different topics related to economic development.

*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 of 1-3 sentences

