

B-A-R Method

Resume Bullet Writing

Company Name: _____

Position: _____

B= Background	A = Action	R = Result	Completed
<i>What did you do?</i>	<i>How did you do it</i>	<i>Why did you do it (or what was the purpose/result)?</i>	<i>Completed B-A-R statement</i>
Created a database	Used Access to develop the database, implemented user input form, ran reports	The company wanted to provide targeted sales approaches for each client based upon 3-4 dimensions	Created Access database for over 200 clients to achieve a more customized sales approach

Writing Powerful B-A-R Statements, Background, Action, and Result

- ❑ Think about ways that you made an impact or achieved an accomplishment.
- ❑ What did you do? How did you do it? Why did you do it/What was the result?

Before	After
Before I organized the inventory, orders took three hours to process.	After I organized the inventory, orders were processed in half the time.

- ❑ Always start your “B-A-R Statements-Background, Action, Result” with an action verb. Avoid words or phrases such as “aided, assisted, helped, learned, gained, participated, worked as and responsibilities included”. These words tend to be passive and do not actively reflect your role, skills, and accomplishments.
- ❑ Vary your action verbs that you begin each bullet with. You don’t want to repeat the same words consistently within your bullets

Resulting B-A-R Statement:

- Organized inventory through creation of an Excel spreadsheet and reduced order processing time by half.

OR, for even more of an impact, start with the accomplishment:

- Reduced order processing by 50% by organizing inventory on an Excel spreadsheet.

- ❑ Incorporate numbers, data, facts, percentages and figures that create an impact.

Before	After
A long report	250-page status report
Managed staff	Managed four-person staff
Saved money	Saved department \$75,000 annually
Short time	In less than three hours

1. Make sure your statements are clear and verifiable. Can you explain the results in detail to an interviewer?
2. Determine the company’s needs, or utilize the job description, and craft “B-A-R Statements – Background, Action, Result” to meet those needs and that illustrate competencies the company is looking for.
 - ❑ Incorporate the skills, key words and capabilities that the employer or industry values for the position;
 - ❑ Be aware that resume readers and recruiters will likely read the first one or two bullets under each job. Therefore, order the bullets to reflect the skills that the employer finds most pertinent, and not necessarily those most important in the old job or those that consumed the greatest amount of time.