

# STAR METHOD

## WRITING AN ACCOMPLISHMENT BASED RESUME



**SITUATION**

- Define the general context
- Who, what, when?
- Mention the problem you overcame.



**TASK**

- Mention the key objective and issue that you addressed.



**ACTION**

- Describe the action you took or initiated, emphasizing the skills you used to complete the task.



**RESULT**

- Summarize the outcome in business terms.

“Increased client base and advised clients on mergers.”

VS

“Advised clients on mergers and acquisitions of business segments ranging from \$500,000 to \$1.2M, resulting in 95% customer satisfaction and nine new client referrals.”

“Developed a marketing plan that redesigned a corporate concept and added 5 new stores nationwide.”

VS

“Developed a corporate strategy, reformulated the business concept of a one dimensional specialist to a provider of full customer service, growing from three to eight stores in 18 months.”