

Crafting SOAR Action Statements

SOAR will provide you with perfect action statements for your resumes. Can you answer these questions to develop one action statement about your duties or accomplishments?

Statement of Action – What did you do? (Action verb)

Occurrence of Action – How often action occurred/took place (daily, weekly, annually, etc.)

Amount of Action – How much, how many? (20%, 50+, over 100, \$1M, etc.)

Result of Action – Result/outcome of efforts (increased, decreased, designed, saved, implemented, etc.)

Example:

Statement – Managed a technical crew

Occurrence – Managed a technical crew on a daily basis

Amount – Managed a technical crew of over 20 people on a daily basis

Result – Managed a technical crew of over 20 people, on a daily basis, that increased production 3 quarters in a row