**Use the *CAR Model* when creating bullets for your jobs, internships and activities on your resume.**

**C A R**

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**R**esult

**A**ction

**C**ontext

**Match the wording on your resume to the job description to which you’re applying!**

***Example job description, Restaurant Management:***

* Management functions such as scheduling employees, managing labor/food costs, inventory, ordering, and oversight of various projects
* Management of the day to day operations of a client account in either food, facilities, sales or a functional area
* Oversight of safety and sanitation as well as client/customer satisfaction
* Leadership/supervisory responsibility of a team of supervisors and/or hourly associates
* Adherence and oversight of contract requirements
* Assisting with recruitment of supervisors and associates as well as involvement in disciplinary/coaching conversations

*Requirements:*

* Bachelor's Degree required
Flexibility for event-based hours, which may include nights and weekends
* The ability to communicate effectively with clients, client's customers, and support staff
* Strong organizational, time management and leadership skills are required
* The ability to respond effectively to changing demands
* Experience with and knowledge of all Microsoft Office applications
* P&L accountability and/or contract managed service experience is desirable

**Resume example excerpt specifically tailored to the above job description:**

**Wildcats Restaurant**, Lexington, KY

*Head Cashier*, May 2017 – present

* Scheduled 6 employees around peak times to minimize labor costs
* Managed time by completing 30+ hours a week and worked nights and weekends
* Communicated with over 200 clients daily; awarded Employee of the Month (August 2016) for excellent customer service
* Ensured safety and sanitation requirements were met; 0 accidents during shifts worked

**Financial Accounting Course Project**, University of Kentucky

*Team Member*, Fall 2017

* Led team of 4 to complete project on time earning an ‘A’

Analyzed P&L statements for 4 major corporations and prepared presentation in Microsoft Office