## **SKILLS ANALYSIS / C.A.R. REPORT**

Identify skills in the "Competency Skills" column. Identify examples from prior experience that exemplify each specific skill. This report helps you prepare for resumes, cover letters, and interviews.

Competency Skill	<ul> <li>Challenge:</li> <li>Situation / Task at Hand / Problem</li> <li>* Set up the situation. What was the purpose or the need to address.</li> <li>* This is where you communicate the importance of your work.</li> </ul>	Action: What did YOU do? * This piece of the answer focuses of your action. * Your roll in the project. * NOT what your team did but rather your work itself. * What was your strategy? * Be careful not to be too choppy in your answer. * Use action verbs that relate to the skill you want to prove. * No passive words such as responsible for, acted as a liaison, aided in, participated, etc. are not action verbs.	Result: Outcome / Accomplishment / Value Provided * Quantify whenever possible * Use terms such as resulting in, increasing, decreasing, adding, creating, building, etc. * If project was large or you were on a team, you need to focus on the result of your work and end with the result of the entire project. * Purpose is to prove YOUR value.