



The C.A.R.T. Formula Resume Stories

Generic bullets that could describe anyone's job are resume killers.

The **C.A.R.T. method** ensures every bullet is a powerful, role-specific story that makes hiring managers think:

"This person is the solution we've been looking for."

Step 1: Challenge

- ☐ Did you describe the scope of the challenge (scale, urgency, or stakes)?
- ☐ Is it clear why your involvement was important?
- ☐ Could a hiring manager understand the "before" picture?

Step 2: Action

- ☐ Does the bullet start with a clear, strong action verb?
- ☐ Did you highlight your leadership or unique approach?
- ☐ Did you include collaboration (teams, stakeholders, cross-functional partners) if relevant?

Step 3: Result

- ☐ Did you include numbers (% , \$, volume, efficiency gains, reductions)?
- ☐ If numbers aren't available, did you describe transformation (e.g., "stabilized operations")?
- ☐ Did you show impact at scale (team size, scope, long-term change)?
- ☐ Did you mention any recognition (awards, promotions, leadership opportunities)?

Step 4: Tie-back

- ☐ Did you highlight the skill that the company is looking for?
- ☐ Is the story framed around solving the employer's pain point?
- ☐ Did you eliminate jargon and replace it with role-specific language?
- ☐ Does this bullet strengthen your positioning for the job you want?

Final C.A.R.T. Story Checklist

- ☐ Challenge clearly defined
- ☐ Action tied to you (with strong verbs)
- ☐ Result quantified or described in measurable terms
- ☐ Tie-back connects to target role's requirements