

A way to tell your story effectively is to organize your thinking using STARS, using examples from experiences where you have demonstrated the important skills, abilities and attributes that employers are looking for when hiring.

Brainstorm situations that you feel can highlight some of your strengths that an employer would be interested in.

For example, when I...

- worked collaboratively with others on a team
- took initiative to improve a process
- planned an event
- used problem solving strategies to resolve a difficult problem
- made use of digital technology to complete a work task

My examples:

Pick something you would like to highlight (for example, collaborator / team player skills, flexibility and adaptability skills, critical thinker / problem solver skills, etc.). Complete the STARS exercise on the next page using a situation that you feel would best demonstrate to an employer your ability to perform successfully at work.

Tell Me About a Time When...

S: SITUATION – What was the situation?

T: TASK – What process had to be followed / tasks had to be completed?

A: ACTIONS – What actions did you take?

R: RESULTS – What were the results of the action taken?

S: SKILLS – What were all the skills, abilities and attributes needed?

Name: