



STAR stands for **S**ituation, **T**ask, **A**ction, and **R**esult.

The STAR methodology provides a framework for identifying examples of your accomplishments and past behavior in various situations. This approach allows you to describe the situation, explain the task or challenge, detail your actions, and highlight the positive results or outcomes.

STARs are helpful to include on a résumé and, as noted above, use in response to behavioral interview questions. STARs may come from various experiences but are not limited to jobs, volunteer organizations, school activities (clubs, honor society, student council), school projects, and sports.

Situation	Describe the situation in general. What was the purpose of the project? Why did the project get started?
Task	Describe your responsibilities. What was your role?
Activity	List the activities/actions you took to accomplish the task. How did you apply your skills and strengths?
Result	Describe the outcome. When possible, include quantitative data (e.g., revenue, sales, expenses, capacity, time, etc.)

Example

Situation	It was the first week of a new job where I had minimal training and no written instructions on completing assignments.
Task	I had five reports due by the end of the week and needed to submit the reports on time with correct data.
Activity	I reviewed my predecessor's files to determine the steps they followed. I used the system to validate the IT department's data's accuracy, aggregated it, and completed the submission templates.
Result	I submitted all five reports on or ahead of schedule.

INSTRUCTIONS

Use this worksheet to capture the components of different STARs and then script how you would summarize the STAR during an interview or on a résumé.

Recalling different scenarios may take some time. It would be best to capture examples and supporting details for a set amount of time (e.g., 30 minutes), take a break, and return to reviewing and revising the information. Many times, details are recalled during the self-review period.

Note: If you completed the skills and interests questionnaire or résumé workbook, responses to those questions will help you complete this worksheet.

Date(s)	
Organization/ Company	
Situation	
Task	
Activity	
Result	

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