



OYO¹: SHARE SUCCESS WITH S.T.A.R.

Successful job searching is all about storytelling

✦ Tell a S.T.A.R. Story

S.T.A.R. is an acronym that stands for Situation, Task, Action(s), and Result(s). This method can be used throughout your job search to help you share your success stories in a structured, logical way.

✦ S.T.A.R. for Resumes

If you are not sure what to write for your work or project experience, try using the S.T.A.R. method.

- Situation is usually already done if you have the right header (employer, role, dates, location). Sometimes additional context is necessary to explain one of these items, in which case you should include more situational information in your first bullet point. For example, maybe you were a web developer for a small startup. It might help the reader to know which industry.
- Task is easy too – it should closely resemble your original job description. Use the phrase “responsible for...” if you get stuck, but remember to lead with your best action verbs instead.
- Action(s) are what take the resume to the next level. Instead of simply reading like the job description, actions prove how you accomplished those tasks. Again, think of specific action verbs that explain your process. Integrate as many of your relevant skills as possible to show proficiency.
- Result(s) are often overlooked, but help create the best resume content. Think about who you benefited and how. It could be a customer, your manager, or another team. If possible, quantify your results. Use items from your honors and awards. Explain your value. Don’t assume that the reader will know you were successful just by reading what you did – prove it and they will want it too!

Your bullet points should contain combinations of these elements, not each one sequentially. For example, you could lead with a Task and a Result. Next you could have two Actions and another Result. Organize them in a way that provides enough context (S and T), while prioritizing your value (A and R).

✦ S.T.A.R. for Interviews

Many job seekers have a hard time answering open-ended behavioral interview questions. These often begin with “tell me about a time...”. Having thought about S.T.A.R. for your resume, you can simply decide which of your experiences most closely matches the question and follow the 4-letter framework to a succinct, story-like response.

Unlike the final version on your resume where someone may only read your first bullet point, an interview S.T.A.R. response should follow the letters sequentially from start-to-finish. Use Situation and Task to build your confidence since those are usually easy to remember and explain. Then elaborate on your Actions, highlighting your skills and knowledge. Finish strong by sharing a notable Result. Remember, S.T.A.R. is just one of many ways you can organize your response to a behavioral interview question, but it reinforces the importance of how you say it.

Check out our Find Your In With LinkedIn Info Sheet to learn more!

¹ On-your-own “OYO” resources help you begin to find answers to your questions now.

For more information or other career-related questions, contact our **CICS Careers** team.

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