

You Are a STAR

Based on your experiences, describe the accomplishments you like best using the four-question STAR process.

1. What **Situation** did you face?
2. What **Tasks** were to be accomplished?
3. What **Actions** did you take?
4. What **Results** were achieved?

Read this example.

Title: Increased sales performance in a newly assigned territory			
Situation you faced	Tasks to accomplish	Actions you took	Results achieved
Assigned new territory where sales declined 18% the prior year	Increase sales by 10% by the end of year	Surveyed customers. Identified a new competitor with a cheaper product. Put on a seminar for past, current and prospective customers featuring service	Regained 63% of past customers, added 27 new customers, and increased sales by 24%

Write a sample accomplishment using keywords, phrases and facts in the form below.

 Title:			
Situation you faced	Tasks to accomplish	Actions you took	Results achieved



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