

# Put your experience in the best light, Show off your STAR qualities

You have the experience and skills to do the job. It's important that you can communicate this to the employer effectively. Think like an employer. Address how you will be an asset rather than a liability to the company. To do this, you want to describe actual situations where you've demonstrated the qualities they're seeking. Be thorough; be a **STAR**: describe a **situation**, discuss the **task** involved, explain your **actions**, and share the **result** of your actions.

To prepare yourself for possible questions, think about the following qualities and prepare some talking points for each of them:

**Accepting Responsibility**--When have you taken something on without being asked?

Situation or task:

Action:

Result:

**Handling Conflict**--What have you done to resolve conflicts?

Situation or task:

Action:

Result:

**Communicating Effectively**--When have you expressed yourself clearly and concisely? When have you been a good listener?

Situation or task:

Action:

Result:

**Being flexible and adapting**--When have you demonstrated adaptability? How have you responded to change?

Situation or task:

Action:

Result:

**Solving Problems**--When have you found a creative solution to a problem you perceived?

Situation or task:

Action:

Result:

**Being a Learner**--When have you picked up a new skill quickly?

Situation or task:

Action:

Result:

**Working as a team**--When have you been a team member, either a leader, follower or both?

Situation or task:

Action:

Result:

**Having Self-confidence**--Can you describe your strengths and abilities?

Situation or task:

Action:

Result:

**Being energetic**--When have you been willing to work extra to get the job done?

Situation or task:

Action:

Result:

**Being quality conscious**--When have you done things to improve production or service quality?

Situation or task:

Action:

Result: