

# How to Write a STAR Story



## SITUATION

What was going on that caused you to take action?



Where were you?



## TASK



What were you working on?  
What was assigned to you?



## ACTION

What did you do?

Try to apply this to an action required in the job description.



## RESULT

What changed and how did it benefit the company based on your action?

Quantifiable changes are the best.



## SKILLS



What skills did you apply while taking the Action you did?

Make sure they are on the job description.