**Example**

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|  | Name of Story | **S**ituation | **T**ask | **A**ction | **R**esult |
| **STAR** | ***A few words to remind you what the experience you’re referencing*** | ***What happened? Set the scene.*** | ***What was the goal?*** ***Why?*** | ***What did you do to achieve this goal? How?*** ***What tools did you use?*** | ***What was the result or outcome?******Share numbers or accomplishments.*** |

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|  | Name of Story | **S**ituation | **T**ask | **A**ction | **R**esult |
| **EXAMPLE –** **“Tell me about a time when…”** | * Working as a Crew Member at McDonalds, last year
 | * Worked at McDonalds as crew member
* Unannounced Inspection by the Health Department
* Given 5 minutes warning they were arriving
* No Manager on duty
 | * Ensure kitchens were clean and any expired foods were thrown out
* Clean facilities and kitchen to ensure they’re complying to health standards
 | * Delegated tasks to other crew members
* Made list of tasks for crew to complete prior to health department arrival
* Prioritized cleaning
 | * Passed inspection with health department
* Was promoted to manager
* Learned leadership and clear communication skills
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|  | Name of Story | **S**ituation | **T**ask | **A**ction | **R**esult |
| Strength #1: |  |  |  |  |  |
| Strength #2: |  |  |  |  |  |
| Strength #3: |  |  |  |  |  |
| Strength #4: |  |  |  |  |  |
| Strengths #5: |  |  |  |  |  |

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|  | Name of Story | **S**ituation | **T**ask | **A**ction | **R**esult |
| What is your greatest strength? |  |  |  |  |  |
| What is your greatest weakness? |  |  |  |  |  |
| Tell me about a time you had to work in a team. |  |  |  |  |  |
| Tell me about a time you dealt with conflict. |  |  |  |  |  |
| What is your greatest achievement? |  |  |  |  |  |

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|  | Name of Story | **S**ituation | **T**ask | **A**ction | **R**esult |
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