

TOP 10 REASONS TO HIRE ME Worksheet

Use the STAR Approach to understand – and communicate – what you uniquely have to offer!

<p>Situation or Task</p>	<p>Describe the situation you were in or the task you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.</p>
<p>Action you took</p>	<p>Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did -- not the efforts of the team. Don't tell what you might do, tell what you did.</p>
<p>Results you achieved</p>	<p>What happened? How did the event end? What did you accomplish? What did you learn?</p> <p><i>From Quintessential Careers, www.quintcareers.com</i></p>

Reason to Hire Me!	Related Situation, Task, or Activity	Action You Took	Results You Achieved
Career interest and choice of college major			
Specific courses that support career goals			
Personality Characteristic 1: _____			
Personality Characteristic 2: _____			
Personality Characteristic 3: _____			
Skill 1: _____			
Skill 2: _____			
Skill 3: _____			
Work Ethic Strengths: 1. _____ 2. _____ 3. _____			
Professional Development Activities			