Crafting your career story

Tell your story. Market yourself. Ace that interview.

Being able to sell recent stories that showcase your skills and career readiness is invaluable when interviewing or interacting with other professionals. Prior to an interview or interaction, reflect and develop stories that relate to career competencies and industry-specific skills. Use varied examples to cover aspects of your education, work experiences and other involvement. This worksheet provides a blueprint with example questions to create stories that highlight your past experiences. Utilize the STAR method to tell a story about your development in each one of the eight competencies.

S
Situation
Set the scenario for your example.

T
Task
Describe the specific challenge or task that relates to the question.

A
Action
Talk about the actions that you took to accomplish the task.

R
Result
Present the results that followed because of the chosen action.

NACE Career Competencies Icons
These icons represent eight career competencies that students should have experience with in order to be career ready at graduation. Look for these symbols next to the interview questions on this handout that highlight these career competencies.

Leadership
Tell me about a time when something went wrong at work and you took charge.

Situation: Vendor didn’t deliver correct product that was ordered.
Task: Figure out how to get the correct product in a timely fashion.
Action: Called the vendor to explain the problem and identified a solution.
Result: Vendor expedited a new delivery and discounted our next order.

Teamwork
Have you had to convince a team to work on a project they weren’t thrilled about? How did you do it?

Situation:
Task:
Action:
Result:

Conflict resolution
Tell me about a time in which you handled a difficult situation with a coworker.

Situation:
Task:
Action:
Result:
When you worked on multiple projects, how did you prioritize?

Situation:

Task:

Action:

Result:

Goal setting

Give an example of how you set goals and achieve them.

Situation:

Task:

Action:

Result:

Problem solving

Give us an example of a situation when you realized that you won't be able to meet the set deadline. What did you do?

Situation:

Task:

Action:

Result:

Organization

Tell me about a time when your organization skills helped you succeed.

Situation:

Task:

Action:

Result:

Adjusting to change

Provide me with an example of how you handle change in the workplace.

Situation:

Task:

Action:

Result:

Learning a new technology

Describe a time where you had to implement a new technology based program or tool in your work.

Situation:

Task:

Action:

Result:

Working with diverse populations

Describe a time where you had to implement a new technology based program or tool in your work.

Situation:

Task:

Action:

Result: