

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

Briefly set the scenario for your example.

T

Task

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

A

Action

The actions you took are the most the interesting part of the story to recruiters.

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.



Career management



Leadership



Global/intercultural fluency



Digital technology



Critical thinking/problem solving



Oral/written communication



Professionalism/work ethic



Teamwork/collaboration



Leadership

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

Situation: I volunteered to help remodel a youth center, and we ran out of funds for paint and rollers.

Task: We needed to get supplies or cancel the project.

Action: I solicited donations from several local hardware stores and got what we needed.

Result: We started and completed the project on time! The kids were so excited to see it done.



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: _____



Perserverance

Tell me about a time in which you overcame an obstical to reach a goal. Be specific.

Situation: _____

Task: _____

Action: _____

Result: _____



Time management

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

How have you handled being given a deadline that you aren't able to meet? 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: _____