

What is the STAR Method?



Situation

Think of a specific time or circumstance when you used a particular skill.

EXAMPLE:

The Promotion Board adopted a new computer system.

It would not take the format of the promotion packages.

The submitted packages were rejected.



Task

Name the key objective you were responsible for in that situation.

EXAMPLE:

As the team leader, I was tasked with ensuring the 5,500 promotion packages were updated with the correct format and resubmitted within three days.



Action

Emphasize the skills and resources involved.

EXAMPLE:

I developed an Excel spreadsheet for my team to track the 5,500 promotion packages to ensure they were all updated with the correct format.



Result

Summarize how you specifically contributed.

EXAMPLE:

I successfully updated all 5,500 promotion packages using the new format and resubmitted them to the Promotion Board within the deadline.





Final STAR Achievement Statement

Developed and applied a comprehensive document tracking system, ensuring that 100% of 5,500 promotion packages were updated, correct, and completed ahead of the Promotion Board deadline.



Using Keywords in a STAR Statement, Example 1

Job posting reads... **Manage equipment orders** making sure they are delivered correctly and on time.

STAR statement... **Managed** acquisition of **equipment orders** for 4,000 personnel global military movement, coordinated delivery resulting in on-time distribution and zero loss.



Using Keywords in a STAR Statement, Example 2

Job posting reads...Responsible for **responding to customer inquiries** about their orders and delivery time.

STAR statement... **Responded to customer inquiries**, developed action items, and confirmed 100% delivery of inventory.

STAR Statement for Soft Skills, Job Posting 1

Ability to work both independently and as a **team player** with minimal supervision.



STAR Statement for Soft Skills, Job Posting 2

Ability to multitask, work in a fast-paced environment often with short notice, to meet deadline.

