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STAR Statement Examples & Worksheet

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STAR Statement Examples: Brainstorming & Writing Accomplishment Records for your STAR Interview Preparation

You can easily set yourself up for interview success if you commit to doing this one simple exercise in advance. Block out an hour for yourself and start authoring your own accomplishment records (STAR Statements) to use as behavioral interview answers.

To get started, follow the basic fill-in-the-blanks answer template on the next page using the **action verbs** & instructions you can find here:

<https://job-interview-answers.com/job-interview-tips/job-interview-answers/star-interview-action-verbs/>

Copy the text from the following pages into your favorite text editor (Microsoft Word, for example) and then start writing.

Your goal is prepare 4 to 8 bite-sized stories that you can recite with confidence and a smile. Then when you are asked a question during your STAR interview you can select the best "story" from what you have prepared in order to demonstrate the desirable [behavioral competencies](#) you think they're looking for.

*As you begin writing, don't try to make it too perfect. Just keep writing. You can go back and edit & improve them later. Try talking it out, aloud, to yourself. Listen to yourself speak; and write it down. **Pump yourself up! ... It's time to brag about what you've achieved. It's OK to let it fly. Make yourself look good – you deserve it!***

Situation / Task / Action / Result

Super Basic Answer Template:

"In my previous position I faced a situation where the problem was 'XYZ' ... the action I took was 'ABC' ... and due to my efforts and because of my competencies, the positive outcome was '123.'"

Now think back to an important project you worked on 5 years ago, or several jobs back on your resume. Start writing:

"When I was at _____ we _____
[ran into a situation / had a large project where /
encountered a problem with / were challenged with a
strategic goal of / I was assigned to ...]"

"So, the step-by-step action I took was _____."

"And in the end I (or we) managed to _____
[cut costs about 20% / grow revenue by 14% over 6
months / get the job done about 50% faster / save
around 40 man-hours of work per week / be able to
help customers 25% more of the time / reduce XYZ
usage by 1/3]."

Did you write one out to get the hang of it?

Now that you understand the basics, go back in time through your work history and start brainstorming and writing down ideas as quickly as you can.

Nobody is grading you on this; **you're just trying to remember good examples of your projects & successes on the job** and get them jotted down quickly.

Think of projects you were involved with, problems you faced, tasks you had to complete, and strategic challenges you had to meet. Start with **the oldest job on your resume** that they are likely to be interested in knowing more about, and work toward the present. Now start writing:

Oldest Job Projects / Situations / Tasks:

Job #3 Projects / Situations / Tasks:

Job #2 Projects / Situations / Tasks:

Most Recent Job Projects / Situations / Tasks:

OK, now you should have a decent list of some of the projects and successes you want to use as examples in your interview.

Now you can go back and further develop each of your STAR Statements using some of the following language patterns and phrases.

Remember: **metrics, numbers, stats, percentages, fractions** – they are very powerful – and I must say they are even required in many ways. Try to attach metrics of success to all of your STAR Statements. It's ok if your math is a bit fuzzy. Go ahead and make something up. If it's truly your best honest estimation of the measured impact of your work, then go with it. USE NUMBERS as part of expressing outcomes and the "results" of your actions.

Language Patterns & Phrases To Try

"I'm the type of person who _____. I like to _____."

"I'm the type of person who will lend a helping hand whenever needed. I like to support my teammates. SO TO ANSWER YOUR QUESTION ..."

"I'm the type of person who tries to understand why people might be underperforming, then see what we can do as a team to help them get back up to speed. I like to help other people so we can all be more effective in reaching team goals. FOR EXAMPLE ..."

"I'm the type of manager that keeps team spirit high by offering incentives and surprises. I like to think about things I can do to keep up morale and support group performance. AS A FOR INSTANCE, TO ANSWER YOUR QUESTION ..."

"... So in the end we:

... were able to deliver on time because I _____."

... decreased the cost of the project by 47% because we leveraged the cross-functional abilities of the team instead of using a vendor."

... got back on track largely due to the communication plan I put together for clarifying deadlines and the quality standard gating-factors for deliverables that were ready to ship."

... decreased the expense of XYZ by 123%"

... achieved a reduction in turnaround time by about 33%"

... were able to spend about 40% more time on customer service"

... increased revenue for the department by 17% within 6 months."

... reduced the time required for the complicated XYZ process by 1/3 ... and by way of our strategic internal introduction of the new process, everybody began to see the benefit and accept the change as a good thing. We used the successful initiative as an example to foster a company culture where individuals and teams are encouraged to innovate and we all embrace positive change."

"I fostered an environment

... that holds myself personally accountable for all deadlines, and the team knows this."

... that gets team members to take responsibility for the quality of their work."

"I served as a role model

... for treating every person with respect and taking responsibility for delivering work at our established professional standards."

... for coming up with new ideas and encouraging others to do the same."

"I set an example and implemented standards

... for proper budgeting of time so that deadlines are met."

... for meeting our commitments to internal and external customers and stakeholders."

I hope these examples get you started. Keep going!

Remember, your goal is to have 4 to 8 STAR statements that you know backwards and forwards and can deliver with confidence and a smile. You want to get hired, don't you?

Also keep in mind that with this exercise you are creating mini "elevator-pitches" that will serve you for the rest of your business career – like **when you want to establish your credibility** or make a point. So take the time to make them good.

Every word counts. Every second counts. Write them and rewrite them so with the time you have in front of a decision maker you are able to say the things that are most calculated to communicate your desired message and get your desired business result.

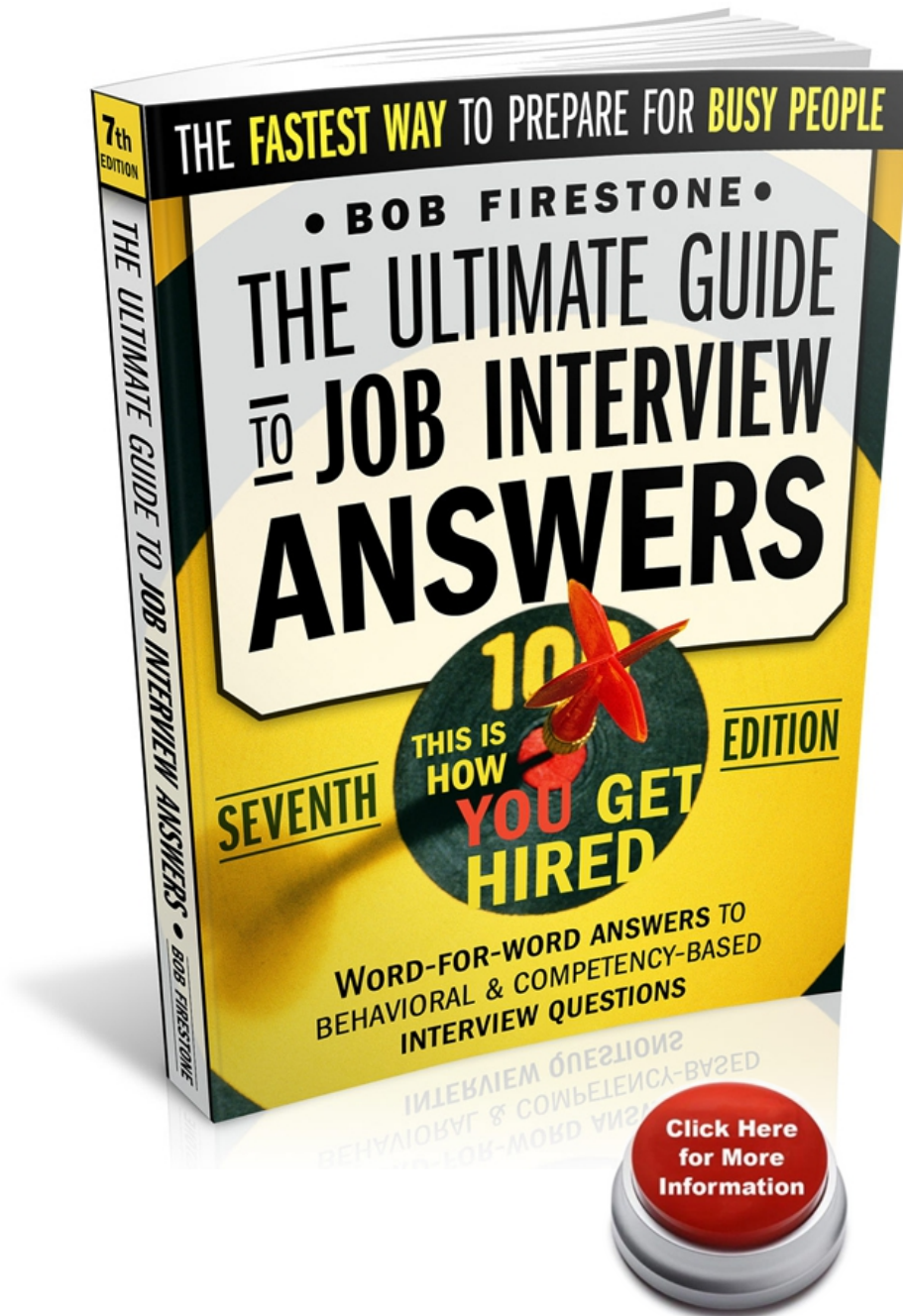
More Resources:

[How to Demonstrate And Develop Your Behavioral Competencies On The Job](#) – An article on my blog about creating visibility for yourself so you get an excellent performance review. Reading this will help you with your writing.

<https://job-interview-answers.com> – This is my site where I sell my Interview Guide. I hope you'll have a look when you're ready to prepare for any job interviews you might have coming up. Good luck!

Sincerely,

Bob Firestone
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Now in its 7th revision since 2004, [The Ultimate Guide to Job Interview Answers](#) has been trusted & downloaded over 27,000 times by people just like you who are looking to land a job. The Guide is polished, designed, and laser-focused with specifics to help you get hired.

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