

# STAR Method Work Experience Statement

## Situation

Briefly describe the context or background of the situation you faced.

*Example:* "While working as a project coordinator at XYZ Corp, our team was assigned to deliver a client's product ahead of a challenging deadline."

## Task

Explain the specific responsibility or goal you were tasked with in that situation.

*Example:* "My responsibility was to develop an efficient timeline and reallocate resources to keep the project on track."

## Action

Describe the concrete steps you took to address the task.

*Example:* "I coordinated with team leads to identify bottlenecks, scheduled more frequent check-ins, and implemented a shared dashboard to track progress while ensuring clear communication with the client."

## Result

Detail the outcome of your actions. Whenever possible, quantify your results.

*Example:* "As a result, we delivered the project two weeks ahead of schedule, leading to a 15% increase in client satisfaction as measured in post-project feedback."

## IMPORTANT NOTES

- The STAR method helps present your experiences in a structured and impactful way.
- Focus on actions you personally took and the results you achieved.
- Use clear, concise language—be specific but brief.
- Quantify results whenever possible for greater impact.
- Tailor each statement to highlight skills relevant to the target role.