**Be relevant and memorable to networking contacts and employers!**

Being able to verbalize how your skills will add value to an organization will help you in your job search.

**On the following chart, list skills that you developed and demonstrated in an extracurricular activity, part-time job, internship, or volunteer experience.** Consider a specific example of how you demonstrated that skill beginning with the **s**ituation, the **t**ask required, the **a**ction you took, and the **r**esult of your action.

Describing your skills this way is referred to as the **S.T.A.R**. method and is very effective in interviews when you are asked to give an example of a time you demonstrated a particular skill.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill Developed** | *Situation*: What circumstances required you to use this skill?  | *Task*: What needed to be done? | *Action*: What action did you take (demonstrating this skill)? | *Result*: What was the result of the action you took? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*The Career Center encourages you to meet with a member of our consulting staff if you would like to discuss your career planning or job search. Feel free to contact us at 205-348-5848 or through our website at career.ua.edu.*