

STAR Formula

One of the most powerful ways to stand out to employers is by describing what you accomplished during your past experiences, rather than simply reporting on the tasks you performed. By creating accomplishment statements (on a résumé) and accomplishment stories (in an interview) you will effectively illustrate how you can bring these same skills and results to a future employer.

The STAR Formula can help you answer interview questions efficiently and effectively, and describe your experience on a resume or cover letter in specific and succinct detail.

Situation

Identify the situation (Your employer, job title, location, etc).

Task

What was the problem you solved or the responsibilities you were charged with?

Action

What steps did you take to solve the problem or complete the task?

Result

Explain the results and quantify them. Use data to reflect outcomes (savings, sales, recognition, etc.)

RESUME WITHOUT STAR

Gonzaga University Residence Life, Spokane, WA
Resident Assistant

- Mentored residents, built community and enforced university policy in building of 87 residents.

RESUME WITH STAR

Gonzaga University Residence Life, Spokane, WA
Resident Assistant

- Mentored 87 residents through weekly check-in meetings on conflicts and general wellbeing in order to increase harmony and satisfaction.
- Planned hall events that encouraged connection, engagement, and education in order to foster community.
- Enforced university policy through performance of rounds in resident halls to verify that student conduct was appropriate and safe in order to ensure safety of 420 residents as member of 12 person Resident Assistant team.

