Crafting your career story



Tell your story. Market yourself. Ace that interview.

Being able to tell recent stories that showcase your skills and career readiness is invaluable when interviewing or interacting with other professionals. Prior to an interview or interaction, reflect and develop stories that relate to career competencies and industry-specific skills. Use varied examples to cover aspects of your education, work experiences and other involvement. This worksheet provides a blueprint with example questions to create stories that highlight your past experiences. Utilize the STAR method to tell a story about your development in each of the eight competencies.



Set the scenario for your example.

Describe the specific challenge or task that relates to the question.

Talk about the actions that you took to accomplish the task.

Present the results that followed because of your chosen action.

NACE Career Competencies Icons

These icons represent eight career competencies that students and alumni should have experience with in order to be career ready at graduation. Look for these symbols next to the interview questions on this handout that highlight these career competencies.



self-development



Critical thinking



Equity & inclusion





Professionalism





Technology



<u>Leadership</u>

Tell me about a time when something went wrong at work and you took charge.



Teamwork

Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?



Conflict resolution

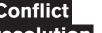
which you handled a difficult situation with a coworker.

Action:

Situation: ______

Task:

Result:



Tell me about a time in

Task:

Result:

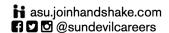
Action:

Situation:

Task: Action:

Result:





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	Perserverance	Situation:	
	Tell me about a time in	Task:	
	which you overcame	Action:	
	an obstacle to reach a goal. Be specific.	Result:	
O	Time	Situation:	
	management	Task:	
	When you worked on multiple projects, how did you prioritize?	Action:	
		Result:	
②	Goal setting	Situation:	
	Give an example of how you set goals and achieve them.	Task:	
		Action:	
		Result:	
	Droblem celvina	Cituation	
©	Problem solving Give us an example of a situation when you realized that you would not	Task:	
		Action:	
		Result:	
	be able to meet the set deadline. What did you do?	Nesuit.	
	Organization	Cituation	
	Organization Tell me about a time when your organization skills helped you succeed.	Task:	
		Action:	
		Result:	
	Adjusting to change Provide me with an	Situation:	
		Task:	
		Action:	
	example of how you	Result:	
	handled change in the workplace.		
	Loorning o now	Situation	
(P)	Learning a new	Task:	
	technology Describe a time where you had to implement a	Action:	
		Result:	
	new technology based program or tool in your	Result.	
	work.		
	Working with	Situation:	
	diverse	Task:	
	populations	Action:	
	What opportunities	Result:	
	have you had working		
	and collaborating in diverse, multicultural,		
	and inclusive settings?		