

Personal Achievements

Prepare for interviews using Personal Achievements

Instructions: Briefly describe 3 to 5 specific accomplishments that you enjoyed and where you believed you did well. Use examples related to class assignments, work assignments, and organizational involvements.

1)

2)

3)

4)

5)

You are a S T A R!

Expand on Your Most Important Achievements

Think about each achievement and answer these questions:

1. How did I get involved?
2. Details on what I did?
3. Results/ Outcome?
4. What was most satisfying for me?

Write your description of each achievement using the **S T A R** format:

S = Situation

T = Tasks

A = Actions

R = Results

Achievement # 1

Situation:

Tasks:

Actions:

Results:

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Achievement # 2

Situation:

Tasks:

Actions:

Results:

Achievement # 3

Situation:

Tasks:

Actions:

Results:

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Achievement #4

Situation:

Tasks:

Actions:

Results:

Achievement #5

Situation:

Tasks:

Actions:

Results:

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