

Complete this grid by highlighting examples of situations in which you developed and utilized certain skills. Along the top, list key experiences where you gained a variety of skills (e.g. internships, academic projects, leadership positions). Down the side, list common skills needed in the workplace (e.g. communication, teamwork, analytical abilities, problem-solving); note that these can be pulled directly from job descriptions. In the body of the grid, highlight examples where you developed/exemplified these skills (e.g. experience managing a team in your student organization). These examples can be developed into accomplishment stories following the STAR method (**S**ituation, **T**ask, **A**ction and **R**esult) – see second page for details.

	Experience #1	Experience #2	Experience #3	Experience #4	Experience #5
Student Athlete Transferable Skill #1					
Student Athlete Transferable Skill #2					
Student Athlete Transferable Skill #3					
Student Athlete Transferable Skill #4					
Student Athlete Transferable Skill #5					

Take the examples you highlighted in the grid and develop them into accomplishment stories using the STAR method (**S**ituation, **T**ask, **A**ction and **R**esult). Accomplishment stories, which illustrate how you've developed and used particular skills, are typically used in behavioral interviews in response to a question like, "Give me an example of a time when you managed a team" or "Tell me about a challenge you faced and how you solved the problem."

SITUATION:

TASK:

ACTION:

RESULT:
