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 (Situation, Task, Action and Result) – see second page for details.

<table>
<thead>
<tr>
<th>Experience #1</th>
<th>Experience #2</th>
<th>Experience #3</th>
<th>Experience #4</th>
<th>Experience #5</th>
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</thead>
<tbody>
<tr>
<td>Student Athlete Transferable Skill #1</td>
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<td>Student Athlete Transferable Skill #2</td>
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<td>Student Athlete Transferable Skill #5</td>
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</tbody>
</table>
Take the examples you highlighted in the grid and develop them into accomplishment stories using the STAR method (Situation, Task, Action and Result). 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:

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TASK:

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ACTION:

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________________________________________________________________________

RESULT:

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