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
Skill #1					
Skill #2					
Skill #3					
Skill #4					
Skill #5					
Skill #6					
Skill #7					
Skill #8					

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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:

How prepared are you for your upcoming interview(s)? Use this guide to evaluate your readiness and follow up with an Office of Career Strategy advisor to help you with the rest.

MOTIVATIONAL STORY

I can tell a story about who I am and why I am interested in this job/internship/industry
     Yes!   Sort of   No – I need help!

My story highlights my education and relevant internship/job experiences
     Yes!   Sort of   No – I need help!

My story is actually a story (i.e. there is a challenge, choice, outcome or a situation, action, and result)
     Yes!   Sort of   No – I need help!

My story includes at least one reason that describes why I am interested in this particular organization
     Yes!   Sort of   No – I need help!

ACCOMPLISHMENT STORIES & SKILLS

I have identified transferable skills relevant to my targeted functional area/the position description
     Yes!   Sort of   No – I need help!

I can provide concrete examples to demonstrate my skills (i.e. accomplishment stories)
     Yes!   Sort of   No – I need help!

I have practiced telling my accomplishment stories out loud
     Yes!   Sort of   No – I need help!

I have looked at a set of behavioral mock interview questions and can generally answer them
     Yes!   Sort of   No – I need help!

PREPARATION

I can demonstrate knowledge of my targeted industry and have read up on current trends
     Yes!   Sort of   No – I need help!

I can demonstrate knowledge of my targeted function and relate examples from my own experiences
     Yes!   Sort of   No – I need help!

I have reviewed the organization's website and materials, gone to campus information sessions (if applicable), and talked to Yale alumni who work(ed) there (if applicable) in preparation for my interview
     Yes!   Sort of   No – I need help!

PRESENTATION/POISE

I am comfortable with my non-verbal presentation (e.g. professional appearance, eye contact, body language)
     Yes!   Sort of   No – I need help!

I am comfortable with my verbal presentation (e.g. speaking in an articulate manner, using an appropriate tone of voice, conveying interest and enthusiasm, remaining composed when challenged with tough questions)
     Yes!   Sort of   No – I need help!

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