

Volume 5— Fall 2008, Issue 11 - Week of November 17, 2008

The Star Technique

There are times during an interview where you will be asked that question that you never thought they'd ask; the one that has you stumped on how to answer. In fact, there are several types of questions of the same caliber; "What's the toughest situation you've had to overcome?", "What makes you the best candidate for the job?", or "How has your past prepared you for this job?" There's a simple support to fall back on: the STAR technique.

STAR stands for:

Situation– Define the situation or "set the stage"

Task– Identify the task or the problem that needs action

Action– Describe the action that you took

Result– Summarize the outcome of the situation

For example, **S**; "Last year my fraternity sponsored a fund-raising project for a local after-school program." **L**; "I was asked to organize the project." **A**; "I recruited and chaired a committee of eight. We had to work under deadlines, which we successfully met. We also developed a fund-raising plan, which included a budget. We proposed this plan to the Student Activities Board for approval." **R**; "Our plan was approved and the campaign generated over \$3,000 for the after-school program. Because the plan worked so well, I was asked to be the chair of the Interfraternity Council fund-raising campaign next fall." By describing what you learned in the **Results** step, you may be able to demonstrate how you turned a negative situation into a positive one.



Job of the Week

Job ID: 5220

Job Title: Marketing Assistant
Name: Northwest Florida Life Magazine

Job Description: "Want to learn how to market? Want to learn how to build and publish a magazine, book, newspaper, web markets? ...We offer exceptional commissions and a chance to grow along with the Magazine. The earning potential is unlimited and hinges directly on the applicants work ethics and the desire to be successful.

~Log on to [JasonQuest](#) to find out more information!~

Spotlight

::RESUME AND COVER LETTER REVIEW::

Not sure where to start when starting from scratch?

Have no idea what a cover letter is?

Come by during our drop-in hours: 11-3 Monday through Thursday to get reviewed by our staff. We're trained to help you target your resume towards a specific job interview or even if you just want to start recording your job history.

Call 474-2254 if you have any questions or email us at career@uwf.edu

Announcements

- **Co-Op Information Session** on November 21st @ 9am. *Registration is required!*
- **Co-Op Information Session** on November 25th @ 8am. *Registration is required!*