

3. Consider your past experience

Consider work, study, voluntary work, etc

Where else have you demonstrated these skills?

What did you do?

4. Identify your strengths

What are your strengths in this area?

5. Write a first draft

a. Write an opening statement

Start with a strong opening statement about your abilities.

b. Choose an example

Choose a strong example of a time when you demonstrated this.

c. Apply the STAR model

Structure your example using the STAR model.

S Situation	What was the situation? Who was involved? Use a specific example.
T Task	What task did I perform? What problem existed? What was my role?
A Action	What action did I take? What did I do? How? What obstacles did I overcome?
R Result	What did I achieve? What did I learn? What feedback did I receive?

