

Learn how to be a STAR



Your Key Skills and how to use them: Articulating Your Skills using the STAR Framework

Articulating your skills is a skill in its own right. It will help you with a CV, a cover letter, or an application form, and for an interview. Here, we show you to articulate, or tell a potential employer about, your skills.

Simply listing your skills is a start. But the best way is to prove it with evidence. This means writing or talking about a time when you put your skills to work. We will use something called the STAR framework.

The STAR Framework

STAR is an acronym. It stands for:

S is for Situation: What was the situation?

T is for Task: What was your task?

A is for Action: What action did you take?

R is for Result: What was the result?

Example of the STAR framework

An Explorer Scout thinks of something they have done as an Explorer Scout Young Leader. They think of something they feel good about. They remember that they particularly enjoyed doing it.

What was the Situation? This sets the scene so that the employer can understand the background.

Situation: I was asked to help plan an overnight trip for the Cubs. This was the first overnight trip for many of the Cubs. After the sleepover, the Cubs would do some outdoor activities and then play some games.

What was your Task? This gives the specifics of what the Scout was asked to take responsibility for.

Task: I was asked to think of some games that the Cubs could play towards the end of their overnight trip, depending on how much time there was left before their parents/carers came to pick them up. I would then run the games myself.

What Action did you take? This explains how you prepared and then completed your Task.

Action: I noted down on my phone some of the games I like to play and I know already that the Cubs like them. I also asked around some of the other Young Leaders who gave me some other suggestions and we tried a couple out during our meetings. I added them to my list. I know the site for the overnight trip and was confident the space would be suitable. On the day, I organised the Cubs (20 of them) and we played 3 of the games. All the Cubs joined in except one small group to start with, but they were tired after the other activities and so I next chose one of the less energetic games and they joined in.

What was the Result? This explains what your actions achieved so that we can understand how well things went.

Result: They wanted to play more games but some adults were arriving so we had to stop. I could tell that they wanted to keep playing! My Cub Section Team Leader asked me to run the games whenever we have time at weekly meetings as the games had gone so well. Fun is a key part of Scouts and team games are an important element. I felt I had run a really successful games session.

What skills are proved? The STAR framework provides the proof that you have some useful skills.

Skills: Planning – I made a list and asked for new ideas, testing these out first. I thought about how suitable the site was for the games they wanted to play. Leading a group – I was able to get the Cubs to play the games. My instructions were clearly communicated. I listened and responded to the Cubs who didn't want to play.

Summary statement: This starts with verbs for your Skills continues with details of the Actions and then the Result.

Summary statement: I planned and led a games session for Cubs after an overnight stay, and it was so enjoyable and successful that I was asked to run future games sessions so that they could learn teamwork.

Articulating Your Skills using the STAR Framework

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Situation:

What was your Task? This gives the specifics of what you were asked to take responsibility for.

Task:

What Action did you take? This explains how you prepared and then completed your task.

Action:

What was the Result? This explains what your actions achieved so that we can understand how well things went.

Result:

What skills are proved? The STAR framework provides the proof that you have some useful skills.

Skills:

Summary statement: This starts with verbs for your Skills continues with brief details of the Actions and then the result.

Summary statement:

As you go through your own examples, you will improve your STAR frameworks and summary statements. You can choose the examples that work best for the skills you wish to provide proof for. Interviewers will want to hear some specific examples and so you will be prepared!