



## Competency Enhancer

180 Career Coaching  
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<http://www.180coach.com/>

What are your Top 5 Competencies?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### STAR Accomplishments

Now for each competency, go ahead and write a summary statement using the STAR method. (As recorded from the MIT Career Development Center <http://web.mit.edu/career/www/guide/star.html>)

These support your competencies, and prove that you are an expert in this field. The STAR method indicates your “**Can Do**” abilities, and demonstrates accomplishment. In a chronological résumé these can be represented for every position, but in a functional résumé we want to highlight your competencies instead using STAR, and let the work experience support these traits.

**Note: This is your chance to “Really” BRAG about yourself. Don’t be SHY!**

STAR stands for:

**Situation:** give an example of a situation you were involved in that resulted in a positive outcome.

**Task:** describe the tasks involved in that situation.

**Action:** talk about the various actions involved in the situation’s task.



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**Results:** what results directly followed because of your actions.

### Example of a STAR Answer

**Situation:** During my internship last summer, I was responsible for managing various events.

**Task:** I noticed that attendance at these events had dropped by 30% over the past 3 years and wanted to do something to improve these numbers.

**Action:** I designed a new promotional packet to go out to the local community businesses. I also included a rating sheet to collect feedback on our events and organized internal round table discussions to raise awareness of the issue with our employees.

**Result:** We utilized some of the wonderful ideas we received from the community, made our internal systems more efficient and visible and raised attendance by 18% the first year.

### Summarized

During my internship last summer, I was responsible for managing various events. I noticed that attendance at these events had dropped by 30% over the past 3 years and wanted to do something to improve these numbers. I designed a new promotional packet to go out to the local community businesses. I also included a rating sheet to collect feedback on our events and organized internal round table discussions to raise awareness of the issue with our employees. We utilized some of the wonderful ideas we received from the community, made our internal systems more efficient and visible and raised attendance by 18% the first year.

## Now Create Your Own STAR Format

Competency 1: \_\_\_\_\_

**Situation:**

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**Task:**

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**Action:**

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**Result:**

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**Competency 1 Summary:**

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Competency 2: \_\_\_\_\_

**Situation:**

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**Task:**

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**Action:**

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**Result:**

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**Competency 2 Summary:**

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Competency 3: \_\_\_\_\_

**Situation:**

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**Task:**

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**Action:**

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**Result:**

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**Competency 3 Summary:**

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Competency 4: \_\_\_\_\_

**Situation:**

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**Task:**

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**Action:**

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**Result:**

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**Competency 4 Summary:**

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Competency 5: \_\_\_\_\_

**Situation:**

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**Task:**

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**Action:**

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**Result:**

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**Competency 5 Summary:**

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## Transferable Functional Skills List

What do you people know you for? If you had a leaky roof, would you pay \$30 for Mr. Jack of All trades (the generalist) to come plug that hole up, or would you rather pay \$300 to a Roofer (Specialist) to fix your roof right. So go ahead and circle what you can, and then narrow that down. Add to the list, if there are other areas that describe you that are not listed.

Assembling	Production
Maintenance	Repairing
Sculpting	Crafting
Construction	Expediting
Controlling	Operations
Managing	Supervising
Hiring	Communications
Instructing	Assessing
Evaluating	Motivating
Advising	Coaching
Empowering	Persuading
Presenting	Coordinating
Planning	Leading
Negotiating	Research
Organizing	Administration
Problem Solving	Systematizing
Programming	Filing
Computer Skills	Clerical Work
Training	Purchasing
Customer Services	Driving
Sales	Marketing
Accounting	Designing
Writing	Directing
Teaching	Implementation
Counseling	Financial Management
Public Relations	Recruiting
Promotions	Team Building
Transcribing	Tutoring
Mentoring	Producing
Arranging	Editing