

Seaver College Career Center

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[STAR METHOD... FOR WRITING RESUME BULLETS]

The best approach to writing your resume is to apply the STAR method to construct your bullet-points. This method allows you to think about the various aspects of each experience to help you write an action oriented statement to help you describe your experiences and accomplishments.

Situation:

Workplace Environment, Employees, etc.

"Small, fast-paced literary management office of 6 employees: 1 President/CEO, 2 Managers, 2 assistants and 1 intern (me!)"

Task:

Display the task or tasks and the time frame or setting.

"Answer phones, plan and coordinate travel, set schedules, meetings and events, keep organized, check and respond to emails, work with managers to ensure clients were happy, organize and distribute incoming submissions, contact other industry professionals "

Action:

Explain your actions, framed in the context of the situation.

"Kept office informed of different changes with clients, Made sure clients were happy—handled conflict when manager was not available..."

Result:

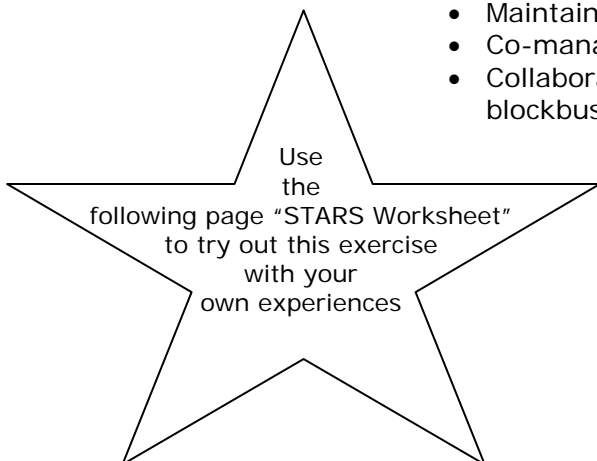
Explain the result and its benefit.

"Clients and managers were happy, office ran smoothly, projects were able to meet their deadlines—eventually a movie was made."

Statement(s):

Write your bullet-points from the information above.

- Maintained high-quality client service in a fast-paced environment
- Co-managed client schedules and travel plans
- Collaborated with managers, assistants and clients to create blockbuster movies



STARS Worksheet

S (SITUATION: The organization; it's climate; size, number of employees/co-workers, interesting or otherwise impressive; timing; interpersonal situations, "This is what was happening—this was the situation where I worked...")

T (TASK: The objective, job duties, day-to-day responsibilities)

A (ACTION: How YOU accomplished the task, What involvement YOU played)

R (RESULTS: Use numbers, what the result means for the organization or for you)

(S) (Statements: Your actual bullet points)

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