

C.A.R WORKSHEET

Your job is to make sure the interviewer has an accurate picture of you, your capabilities, and your experience. The challenge is how. Don't panic, just prepare. Fill out this story worksheet for the attributes you want to highlight about yourself. Remember – you already know what they are looking for in an employee. If not, re-read the job description.

If nothing comes to mind right away, don't worry. Ask your friends or family for examples they remember about you or themselves – it may spark a memory. Take your time and relax. They will come to mind.

Story: (Title your story) _____

Skills: (What skill do you want to prove with this story? Consider multiple skills that may be highlighted by the experience – list them all.)

CIRCUMSTANCE: (Describe the circumstances of the situation. Include the task and any barriers, conflicts, or obstacles you faced.)

ACTION: (What specific actions did you take?)

RESULT: (What were the results? How did the story end? What did you learn? What would you do differently?)
