

JOB WON! Worksheet

An excerpt from Phil Blair's Book

How to Build a CAR

CAR stories can be surprisingly effective. They make a strong, positive impression upon employers because they illustrate specific Challenges, Actions and Results that you met, took and achieved.

Employers often ask leading questions designed to assess whether you fit their company's culture and plans. CAR stories are an effective way to turn a simple question into one that helps answer those concerns.

Just as we are all individuals with unique work histories and experiences, so too are our CAR stories. However, here are a series of questions you can ask yourself as you construct and then tune your CAR story.

C: Challenges you faced or encountered

- What needed to be accomplished to overcome the challenge?
- How and why did the obstacle arise and how did you discover it?
- How did you initiate action to remedy the situation?
- What were your specific assignments, responsibilities or duties related to carrying out the solution?

A: Actions you took to resolve the problem or situation

- What skills did you use (interpersonal, technological, multitasking, etc.) to achieve a solution?
- What was your solution and how was it successful?
- How did you execute your goals, plans and procedures?
- How were your actions creative or innovative?
- What did members of your team achieve under your supervision and guidance?

R: Results achieved

- What did you accomplish?
- Who benefitted and how?
- Can you quantify or measure the results?