



Handout 7.4: Three-Part Answer and STAR Planner

Name: _____ Date: _____ Period: _____

Unit 7, Lesson 7.4. **Keep this. Both halves go in your Career Readiness portfolio on the last day of the course, and you will use both of them in the mock interview tomorrow.**

Part 1: What a boss is looking for

From the class anchor chart. Write down the words the class said. Circle the three that came up most.

Part 2: The two answers

Your teacher answered “tell me about yourself” twice.

What was wrong with the first one?



What changed in the second one?

Part 3: The three-part frame

Part	What it says	The teacher's example sentence
1. Who you are	Your name, your grade, what you do right now.	
2. What you are good at	One or two skills, and where you can prove them.	
3. Why you fit this job	The connection between your skill and this specific job.	

Sentence starters in four languages

English	Turkish	Portuguese	Spanish
My name is ___ and I am in grade ___.	Adım ___ ve ___. sınıfa gidiyorum.	Meu nome é ___ e eu estou no ___ ano.	Me llamo ___ y estoy en ___ grado.
Right now I ___.	Şu anda ___ yapıyorum.	Atualmente eu ___.	Ahora mismo yo ___.
I am good at ___.	___ konusunda iyiyim.	Eu sou bom em . / <i>Eu sou boa em .</i>	Soy bueno en . / <i>Soy buena en .</i>
I showed that when I ___.	Bunu ___ yaptığımda gösterdim.	Eu mostrei isso quando eu ___.	Lo demostré cuando ___.
I would be good at this job because ___.	Bu iş için uygun olurum çünkü ___.	Eu seria bom para este trabalho porque ___.	Sería bueno para este trabajo porque ___.

Part 4: Write your own

The job I am applying to (circle one, or write your own):

the pizza shop | the animal shelter | the summer camp | _____

Part 1: Who I am.





Part 2: What I am good at. Underline the skill. Next to it, write where you can prove it (a rubric, a project, a lab, something at home).





Where I can prove it: _____

Part 3: Why I fit this job.



Check your own answer before the class hears anybody's

- ☐ All three parts are there.
- ☐ Part 2 names something I can **prove**, not something I feel.
- ☐ Part 3 says something about **this job**, not about jobs in general.
- ☐ I can say the whole thing in about 30 seconds.
- ☐ Nothing in it is made up.

After the class analysis, revise

The part I am fixing: Part ____

My revision: _____

Part 5: STAR

A different kind of question: “**Tell me about a time when...**” Those need a story, and a story needs four parts.

Letter	Stands for	What it answers	Your teacher's example
S		Where were you and what was going on?	
T		What was your job? What had to get done?	
A		What did you personally do?	
R		What happened because of what you did?	

The part everybody skips is the _____. Do not skip it.

Sentence starters in four languages

English	Turkish	Portuguese	Spanish
The situation was ____.	Durum şöyleydi: ____.	A situação era ____.	La situación era ____.
My job was to ____.	Benim görevim ____ yapmaktı.	Meu trabalho era ____.	Mi tarea era ____.
Something went wrong: ____.	Bir şey ters gitti: ____.	Algo deu errado: ____.	Algo salió mal: ____.
So what I did was ____.	Bu yüzden ____ yaptım.	Então o que eu fiz foi ____.	Entonces lo que hice fue ____.
The result was ____.	Sonuç ____ oldu.	O resultado foi ____.	El resultado fue ____.

Part 6: Your STAR story

Open your FACS folder. Find one moment from this year when something went wrong, or something had to get done under a time limit. It does not have to be a story where you were the hero. **A story where something went wrong and you handled it is worth more than a story where nothing happened.**

Where this story comes from (unit, lesson, or project): _____

Situation (where, when, what was going on)	
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Task (what had to get done, and what your job was)	
Action (what you personally did, step by step)	
Result (what happened, with a number, a time, or something somebody said)	

Say it out loud to a partner. Then check:

- ☐ All four boxes are filled.
- ☐ The Action says what **I** did, not what the team did.
- ☐ The Result has a number, a time, or a named outcome in it.
- ☐ It takes about 45 seconds to tell.

Ideas, if you are stuck. Any of these from this year is a STAR story:

- A lab where a step went wrong and the team had to change the order.
- Cook day, when the timing slipped and you fixed it.
- The \$40.00 meal project, when the plan came in over budget and you had to cut something.
- The Investor Challenge, when the market dropped and you decided not to sell.
- A sewing project where a seam came out wrong and you took it out and redid it.
- A group where somebody was not doing their part and you handled it.
- The safety exam, if you did not pass the first time and you studied and passed.
- Something at home: a younger sibling, a dinner, a problem nobody else was going to fix.

Exit card: 3-2-1

Fold this over and hand it in.

Name: _____

3 qualities you have that make you a strong candidate:

1. _____ 2. _____ 3. _____

2 interview questions you could answer right now:





1 question you still have, or one interview situation you want to practice tomorrow: