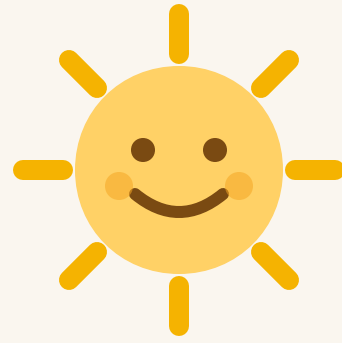


AI JOB SEARCH OS



Club Relaunch

Get back to work.

Interview Story Bank

AI Job Search OS · Template pack

Part of the AI Job Search OS kit



Club Relaunch — *Get back to work.*

"Telling stories in interviews" sounds vague until you have the stories ready. This is your bank: a simple structure, one worked example, and six prompts so you can fill in your own true stories before you ever sit down with a hiring manager.

What STAR means (in plain words)

STAR is just a way to tell a work story so it has a beginning, middle, and end. It stands for:

- **S — Situation:** Set the scene in one or two sentences. Where were you working, and what was going on?
- **T — Task:** What was *your* job in that situation? What were you responsible for?
- **A — Action:** What did you *actually do*? This is the longest part — specific steps, in your own words.
- **R — Result:** What happened because of what you did? Include a number if you have one.

That's it. No jargon, no performance. Just: here's what was happening, here's what I did, here's how it turned out.

A note on AI: You can use any AI chat tool (ChatGPT, Claude, Gemini, or any other) to help shape a story. A "prompt" is just an instruction you type, like: *"Turn these rough notes into a STAR story, about 150 words."* Never paste sensitive details (Social Security number, exact home address, bank or financial details) into any AI tool.

The template (copy and fill in)

Theme: [e.g., a mistake I fixed]

Situation: [1–2 sentences — where, when, what was going on]

Task: [1–2 sentences — what was your responsibility]

Action: [3–5 sentences — the specific steps you took]

Result: [1–2 sentences — what happened, with a number if you have one]

Filled example (HR generalist)

Theme: A mistake I fixed

Situation: Two years ago I was an HR generalist at a company with about 300 employees. During open enrollment, I sent the benefits comparison sheet to the whole company with last year's premium numbers on it.

Task: It was my document and my mistake, so it was my job to fix it fast — before anyone made benefits decisions based on wrong numbers.

Action: First I sent a correction email within the hour, clearly marked "CORRECTION — please use this version," with the right numbers highlighted. Then I called the five employees I knew were actively choosing plans that week to make sure they'd seen the update. Finally, I built a two-person review checklist so no benefits document goes out again without a second pair of eyes — my manager and I both sign off now.

Result: Nobody enrolled using the wrong numbers. My manager thanked me for owning it quickly, and the review checklist is still in use two years later — we've had zero benefits document errors since.

Why this story works: It shows honesty, speed under pressure, and that the person fixed the system, not just the symptom. Interviewers remember that.

Your six story prompts

Fill in one story for each. They don't have to be dramatic — small, real moments beat big, vague ones every time. Aim for stories you can tell in about two minutes.

1. A mistake you fixed

Everyone has one. Pick a real mistake, own it, and show what you changed.

Situation:

Task:

Action:

Result:

2. A difficult person

A coworker, customer, or manager who was hard to work with — and how you handled it without making things worse.

Situation:

Task:

Action:

Result:

3. A deadline

A time you had a tight or seemingly impossible deadline. What did you do to hit it (or to manage it honestly if you couldn't)?

Situation:

Task:

Action:

Result:

4. An improvement you suggested

A time you saw something broken or inefficient and spoke up. It doesn't have to be a huge change.

Situation:

Task:

Action:

Result:

5. Learning something new

A time you had to learn a skill, tool, or process quickly — especially one outside your comfort zone.

Situation:

Task:

Action:

Result:

6. Helping a customer

A time you went out of your way for a customer or client — or turned an unhappy one around.

Situation:

Task:

Action:

Result:

Every story must be true

This matters more than anything else in this file:

- **Never invent a story.** Interviewers can tell, and background checks exist. A small true story beats a big false one.
- **Never borrow someone else's story.** If your coworker did it, it's not your story.
- **Don't inflate your role.** If you were part of a team effort, say so — "I was one of three people who..." is honest and still impressive.
- **If your memory is fuzzy on a number, say so.** "Around 20 customers" is fine. A precise-sounding number you made up is not.
- **It's okay if the result is modest.** "The customer stayed" is a real result. "Nobody complained again" is a real result. Not every story needs a dramatic turnaround.

Rehearse each story out loud once or twice — not memorized word-for-word, just comfortable. You'll walk in calmer, and it shows.

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