

Unpacking and articulating your experiences

Just having an experience is not enough to develop your employability. You need to reflect on these experiences to understand what capabilities and attributes you developed, and how this might influence your future experiences. Take time to reflect on your recent experience and later review these reflections in alignment with your [Career Action Plan](#).

What was your role?	What did you do? List your experiences
What did you like and/or dislike about your role?	
What skills and capabilities did you develop and use?	

Structure a SEAL reflection

It is important to reflect upon your learnings when engaging in an experience (e.g. placement, internship, part-time work, or an extracurricular activity). The SEAL approach to self-reflection is a useful strategy to structure your thoughts when reflecting. For more information on SEAL, visit [The SEAL Reflection Method](#). In the box below, structure a SEAL reflection based on a situation during your experience. For example, what was one of your achievements? Think about how you have made a positive impact during your role, whether this be a positive impact on a team member, the broader team, or a particular part of the role or project.

<p>Situation: What happened? What were the challenges you faced?</p> <p>Effect: What was its impact on you personally? How did it make you feel?</p> <p>Action: What action did you take, or strategies did you employ to deal with the challenge/s?</p> <p>Learning: What did you learn from it and how might you do things differently in the future?</p>

Articulating your experiences

Once you have unpacked your experience, you can now begin to communicate your experience such as through the recruitment process. Once you have unpacked your experience, you can now begin to communicate your experience to prospective employers.

Add your experience to your resume

Draw upon your previous reflections and draft your experience for your resume. Remember to identify your responsibilities, identify and quantify your achievements, and use action verbs.

Write at least two dot points of responsibilities and/or achievements to include on your resume

Translate your SEAL into a STAR response

A SEAL Reflection allows us to personally unpack a situation, however we may not share our SEAL reflections with a future employer. STAR enables a candidate to provide concrete examples, or proof, that they possess the capabilities that are required for the role. STAR responses are useful for written applications and when answering behavioural interview questions. For more information on STAR visit the [STAR Template](#).

Using your individual reflection, turn your SEAL reflection into a STAR response.

Situation: What was the situation? What happened? What was the context?

Task: What was your task or problem? What were you expected to do?

Action: What action did you take? What did you do?

Result: What was the result or outcome? What did you achieve?

Other opportunities for articulating your experience

- Review your [elevator pitch](#)
- Practice your [interview responses](#)
- Update your [online professional profile](#), such as LinkedIn

For further details, please contact:

Career Development Learning

Student Enrichment and Employability Development
careers@uq.edu.au
employability.uq.edu.au/career-development



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE