

<p style="text-align: center;">S</p> <p>Situation—Describe vividly the environmental condition; ie. department, organization, timeframe</p>	<p style="text-align: center;">T</p> <p>Task or Obstacle—Describe what was expected or asked of you in terms of responsibilities OR what challenges or obstacles did you have to overcome?</p>	<p style="text-align: center;">A</p> <p>Action—Detail the specific action steps that you took to handle the tasks or address the obstacle</p>	<p style="text-align: center;">R</p> <p>Result—What impact did you have on the situation? No matter how big or small, the listener/reader wants to hear the outcome.</p>