

**STEP AHEAD**

career planning  
for people with criminal convictions

## Strengths

Often times an employer will ask you what your strengths are. You may ask yourself, “What are strengths?” **Strengths** are the skills and things that you do well. You may feel uncomfortable talking about things that you do well to a potential employer; however, it is important to discuss your strengths in job interviews so you can stand out from other applicants.

**Directions:** Look at the list of strengths below. Check all the strengths you think apply to you and include as many as you can. Add any others you can think of.

- |  |  |
|--|--|
| <input type="checkbox"/> Ability to See Alternatives                                   | <input type="checkbox"/> Leads Groups, Teams               |
| <input type="checkbox"/> Can Be Trusted  | <input type="checkbox"/> Learn Quickly                     |
| <input type="checkbox"/> Can Use Office Software                                       | <input type="checkbox"/> Like Responsibility               |
| <input type="checkbox"/> Cooperative   | <input type="checkbox"/> Multicultural                     |
| <input type="checkbox"/> Creative  | <input type="checkbox"/> Neat Appearance                   |
| <input type="checkbox"/> Dependable  | <input type="checkbox"/> Neat Work Habits                  |
| <input type="checkbox"/> Do Accurate, Quality Work                                     | <input type="checkbox"/> Polite                            |
| <input type="checkbox"/> Energetic, Enthusiastic                                       | <input type="checkbox"/> Positive Attitude                 |
| <input type="checkbox"/> Experience in Specific Service<br>(i.e. Food, Cleaning, etc.) | <input type="checkbox"/> Problem Solving                   |
| <input type="checkbox"/> Experience Managing Budgets,<br>Schedules, etc.               | <input type="checkbox"/> Productive                        |
| <input type="checkbox"/> Experience Working with Specific<br>Tools and Equipment       | <input type="checkbox"/> Punctual                          |
| <input type="checkbox"/> Flexible  | <input type="checkbox"/> Rarely Gets Angry                 |
| <input type="checkbox"/> Fluent in More Than One Language                              | <input type="checkbox"/> Understand Plans and Strategies   |
| <input type="checkbox"/> Follows Directions Well                                       | <input type="checkbox"/> Willing to Learn                  |
| <input type="checkbox"/> Friendly  | <input type="checkbox"/> Willing to Work Overtime          |
| <input type="checkbox"/> Good Communication Skills                                     | <input type="checkbox"/> Work Without Constant Supervision |
| <input type="checkbox"/> Good Sense of Humor   | <input type="checkbox"/> Works Well Under Pressure         |
| <input type="checkbox"/> Hard and Fast Worker  | <input type="checkbox"/> Works Well With Others            |
| <input type="checkbox"/> Honest  | <input type="checkbox"/> Other: _____                      |
| <input type="checkbox"/> Kind  | <input type="checkbox"/> Other: _____                      |
|  | <input type="checkbox"/> Other: _____                      |

**Next,** Use the space on the following page to help you think about how to talk about your strengths with employers.

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**Strengths, continued**

**Directions:** Think about the strengths you listed on the previous page. On the lines provided below, write down three of these strengths that you could share during a job interview. Then, briefly explain ways you have used or demonstrated each quality. Potential employers want to hear how you have applied and succeeded with your strengths. By giving concrete examples you are showing and demonstrating your character.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Next Steps:**

- Learn how soft skills can make you a better employee:  
[www.iseek.org/exoffenders/assess-yourself/soft-skills.html](http://www.iseek.org/exoffenders/assess-yourself/soft-skills.html)
- Think of ways to develop new skills and strengths:  
[www.iseek.org/exoffenders/expand-skills/develop-skills.html](http://www.iseek.org/exoffenders/expand-skills/develop-skills.html)