Strengths

Often an employer will ask you what your strengths are. Some of you may ask yourself, “What are strengths?” Strengths are your positive qualities. Your strengths include your talents and personality traits that come naturally to you, and the skills you have learned. You may feel uncomfortable talking to a potential employer about things that you do well; however, it is important to discuss your strengths in job interviews. Your strengths help you to stand out from other applicants.

**Directions:** Look at the list of strengths below. Check all the strengths you think apply to you. Include as many as you can. Add any other strengths you think you have.

- Honest
- Friendly
- Punctual
- Dependable
- Cooperative
- Like Responsibility
- Neat Appearance
- Willing to Learn
- Works Well Under Pressure
- Follows Directions Well
- Flexible
- Can Work Without Constant Supervision
- Experience Working with Specific Tools and Equipment
- Experience in Specific Service (i.e. Food, Cleaning etc.)
- Experience Managing Groups, Money, Time, etc.
- Understands plans and strategies
- Ability to see alternatives
- Can Use Office Software
- Willing to Learn
- Productive
- Can use office software
- Attention to Detail
- Problem Solving
- Energetic
- Creative
- Positive Attitude
- Can Be Trusted
- Communication Skills
- Hard and Fast Worker
- Accurate, Quality Work
- Willing to Work Overtime
- Organized
- Learn Quickly
- Rarely Gets Angry
- Works Well With Others
- Leadership skills
- Multicultural
- Works well under pressure
- Fluent in more than one Language
- Others: ________________________________
- ________________________________
- ________________________________
**Directions:** On the lines provided below write down three strengths from the previous list that you could share during a job interview. Then briefly explain how 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.

*Example Answer:* One of my greatest strengths is that I am flexible. I adapt quickly to change and like the challenge of learning something new. For example, at my last company, I was working as a material handler during a time when we were short on employees for the shipping and receiving area. I took the initiative to be cross trained in the shipping and receiving area, and would float between positions as needed.

Your Strengths Examples:

1. 

2. 

3. 