

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.

- | | |
|--|---|
| <input type="checkbox"/> Honest | <input type="checkbox"/> Energetic |
| <input type="checkbox"/> Friendly | <input type="checkbox"/> Creative |
| <input type="checkbox"/> Punctual | <input type="checkbox"/> Positive Attitude |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Can Be Trusted |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Communication Skills |
| <input type="checkbox"/> Like Responsibility | <input type="checkbox"/> Hard and Fast Worker |
| <input type="checkbox"/> Neat Appearance | <input type="checkbox"/> Accurate, Quality Work |
| <input type="checkbox"/> Willing to Learn | <input type="checkbox"/> Willing to Work Overtime |
| <input type="checkbox"/> Works Well Under Pressure | <input type="checkbox"/> Organized |
| <input type="checkbox"/> Follows Directions Well | <input type="checkbox"/> Learn Quickly |
| <input type="checkbox"/> Flexible | <input type="checkbox"/> Rarely Gets Angry |
| <input type="checkbox"/> Can Work Without Constant Supervision | <input type="checkbox"/> Works Well With Others |
| <input type="checkbox"/> Experience Working with Specific Tools and Equipment | <input type="checkbox"/> Leadership skills |
| <input type="checkbox"/> Experience in Specific Service (i.e. Food, Cleaning etc.) | <input type="checkbox"/> Multicultural |
| <input type="checkbox"/> Experience Managing Groups, Money, Time, etc. | <input type="checkbox"/> Works well under pressure |
| <input type="checkbox"/> Understands plans and strategies | <input type="checkbox"/> Fluent in more than one Language |
| <input type="checkbox"/> Ability to see alternatives | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Can Use Office Software | _____ |
| <input type="checkbox"/> Willing to learn | _____ |
| <input type="checkbox"/> Productive | _____ |
| <input type="checkbox"/> Can use office software | |
| <input type="checkbox"/> Attention to Detail | |
| <input type="checkbox"/> Problem Solving | |

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.