

## **IDENTIFYING YOUR STRENGTHS WORKSHEET**

Instructions: Rate yourself in the following areas by placing a check in corresponding box  
 1 = not a strength; 2 = developing; 3 = satisfactory; 4 = high; 5 = highest

### **Transferable Skills**

How well do you perform each activity?

	1	2	3	4	5
Analytical					
Artistic					
Budgeting					
Building					
Collaborating					
Computer					
Counseling					
Creative					
Critical Thinking					
Customer Service					
Decision Making					
Delegating					
Editing					
Financial					
Helping					
Interpersonal					
Investigating					
Judgment					
Leadership					
Listening					
Management					
Negotiating					
Organizing					
Planning					
Presenting					
Prioritizing					
Problem-solving					
Quick-learner					
Researching					
Selling					
Scheduling					
Speaking					
Supervising					
Teaching					
Teamwork					
Time Mgt.					
Training					

### **Personal Qualities**

How well does each quality describe you?

	1	2	3	4	5
Adaptive					
Ambitious					
Confident					
Conscientious					
Creative					
Cooperative					
Compassionate					
Dedicated					
Dependable					
Determined					
Detail-oriented					
Diplomatic					
Efficient					
Energetic					
Ethical					
Flexible					
Friendly					
Hard-working					
Innovative					
Loyal					
Optimistic					
Organized					
Passionate					
Patient					
Persistent					
Practical					
Precise					
Professional					
Reliable					
Resilient					
Resourceful					
Responsible					
Self-starting					
Sincere					
Tenacious					
Versatile					
Willing to learn					

## Marketing Your Strengths to Prospective Employers Worksheet

After you have completed the "Identifying Your Strengths Worksheet" – for those strengths that you rated yourself a 5, select five strengths from the Skills side and five from the Personal Qualities side that you feel best describe you. Ask people that know you well for their feedback if you have trouble deciding which those are. List each strength below, and then write down two examples of how you have demonstrated it. Since you are using this tool to prepare yourself for the job search process, examples that relate to employment, internships, or school experiences are preferable. Volunteer and extracurricular experiences are acceptable too.

**Strength:** \_\_\_\_\_

Example #1

Example #2

**Strength:** \_\_\_\_\_

Example #1

Example #2

**Strength:** \_\_\_\_\_

Example #1

Example #2

**Strength:** \_\_\_\_\_

Example #1

Example #2

**Strength:** \_\_\_\_\_

Example #1

Example #2

**Strength:** \_\_\_\_\_

Example #1

Example #2

**Strength:** \_\_\_\_\_

Example #1

Example #2

**Strength:** \_\_\_\_\_

Example #1

Example #2

**Strength:** \_\_\_\_\_

Example #1

Example #2

**Strength:** \_\_\_\_\_

Example #1

Example #2