

# Personal Strengths, Achievements and Personality Traits Worksheet

Part of preparing for an interview is doing some introspection and identifying your strengths and personality traits that will benefit future employers. This can be harder than it sounds; we often don't give ourselves credit for how much we know. It might be helpful to draft your list, and then talk with someone else about it (supervisors, co-workers, friends, and/or your spouse). They may have noticed some strengths you didn't even think about.

Here are some of the traits employers look for in potential candidates. How many of these you think you possess? Circle the traits that apply to you.

- Motivation
- Reliability
- Dedication
- Energy and drive
- Honesty
- Responsibility
- Confidence
- Integrity
- Adaptability
- Determination
- Listening skills
- Teamwork
- Attitude
- Analytical skills/critical thinking skills
- Leadership

You can also review the list of action verbs at: [http://www.quintcareers.com/action\\_verbs.html](http://www.quintcareers.com/action_verbs.html). Very often just seeing some of these words will make you realize some of the strengths you have that you didn't even think about!

## My Top 10

Use the section below to list your top strengths or personality traits, then describe an example of that trait in action using the STAR method. You'll use your responses in interviews, and also may be able to incorporate them into your resume, cover letters and thank you letters. Try to list 10 separate strengths/traits that will impress potential employers.

## **My Top 10 Personal Strengths, Achievements and Personality Traits**

①

Strength/personality trait:

Situation/task where you had to use it:

Action – what you did:

Result of the action:

②

Strength/personality trait:

Situation/task where you had to use it:

Action – what you did:

Result of the action:

③

Strength/personality trait:

Situation/task where you had to use it:

Action – what you did:

Result of the action:

④

Strength/personality trait:

Situation/task where you had to use it:

Action – what you did:

Result of the action:

⑤

Strength/personality trait:

Situation/task where you had to use it:

Action – what you did:

Result of the action:

⑥

Strength/personality trait:

Situation/task where you had to use it:

Action – what you did:

Result of the action:

⑦

Strength/personality trait:

Situation/task where you had to use it:

Action – what you did:

Result of the action:

⑧

Strength/personality trait:

Situation/task where you had to use it:

Action – what you did:

Result of the action:

⑨

Strength/personality trait:

Situation/task where you had to use it:

Action – what you did:

Result of the action:

⑩

Strength/personality trait:

Situation/task where you had to use it:

Action – what you did:

Result of the action: