

IDENTIFYING YOUR STRENGTHS WORKSHEET

FGCU Career Development Services

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

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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