



## Step 2: Achievements/Accomplishment

List several of your key achievements or accomplishments from school, past jobs, hobbies, or activities

For each achievement/accomplishment make a brief statement.

Include:

- What the achievement was
- What caused you to become involved in it
- The action you took to accomplish it
- What satisfaction you got out of it
- What the results were
- What skills you had to use to accomplish it.

This may feel weird to write it out. But trust the exercise.

### Key Achievements/Accomplishments

*Examples:*

- *I joined an after school club that was about helping the community. We went to different areas to see what they needed help with.*
- *Spent time every weekend with my grandparents helping them with the house and garden*
- *Started a new job at Trader Joe's. Learned really quickly on the job. Was on time everyday.*

### Step 3: Tasks

Now from what you've done so far, write down in the space below the tasks you have performed, and –as much as possible- break each down into its parts, and note what part(s) you were **best at** and you **most enjoyed**. Also note the **skills you used**.

For example, if the task you most enjoyed working on was working independently on science projects or helping run a community cookout, *what was it about doing this did you **most** enjoy? What were you **best at** doing? What **skills did you have to use** to do the task?*

- Developing the project?
- Organizing and planning for its implementation?
- The implementation?
- Being a leader or being led by others?
- Doing the creating, thinking, writing, talking, data collecting, etc.?
- Directly helping people?
- Possible skills? – Organizing, leadership, creativity, administrative, etc.?

The Task	Most Enjoyed?	Best At?	Skills used?
<i>Helping plan field day for 5<sup>th</sup> graders at school</i>	<i>Most enjoyed – seeing how the entire game came together</i>	<i>Best at – running the kickball game</i>	<i>Skills – team work, leadership, communication, enthusiasm</i>

## Step 4: Skills

Look over all you have written so far. From that, identify specific skills that you used in doing what you like to do, in your accomplishments/achievements, and in performing your tasks.

Circle the 10 skills that are you strongest:

Analytical	Work quickly	Collect/handle money
Be on time	Assemble products	Decision making
Coordinate activities	Calculate numbers	Explain
Compare data	Communications	Fix
Find information	Demonstrate	Gather information
Finish all work	Follow directions	Operate equipment
File records	Follow through	Talk to others
Handle complaints	Help people	Take inventory
Handle/move materials	Interview people	Lift materials
Listen	Learn quickly	Motivate others
Manage people	Manage projects	Prepare reports
Meet the public	Organize	Record information
Protect property	Plan	Resolve problems
Repair	Run meetings	Supervise
Report information	Sell	Set up displays
Fix equipment	Service customers	Use technology
Teach/train	Use tools	
	Write reports	



## Step 6: Strengths and Weaknesses

Below is a list of adjectives, which are often used to describe one's greatest strengths. Circle the 10 adjectives, which **best** describe your strengths.

Adaptable	Friendly	Productive
Assertive	Goal driven	Poised
Ambitious	Hardworking	Punctual
Business-like	Helpful	Persuasive
Communicates well	Honest	Realistic
Caring	Imaginative	Reliable
Confident	Independent	Resourceful
Consistent (work habits)	Logical	Responsible
Creative	Loyal	Sensitive
Competitive	Level-headed	Sincere
Cooperative	Mature	Sociable
Considerate	Methodical	Stable
Dedicated	Optimistic	Strong
Dependable	Open-minded	Supportive
Easy going	Organized	Tactful
Efficient	Outgoing	Team player
Energetic	Patient	Task oriented
Enthusiastic	Professional	Thorough
Flexible	Polite	Timely
	Practical	Understanding

- When talking about your strengths and weaknesses in an interview, emphasize some of your KEY strengths- EVEN IF NOT ASKED
- Also, in the interview be prepared to give specific examples from previous experiences, of a time when you showed these strengths.

## Assessing your comfort/anxiety zones

What circumstance(s) trigger uncomfortable or anxious feelings?

- Other people my age
- Adults
- Wondering what people will think of me
- Don't think I can do it
- Animals

WHAT ELSE??

What can I do to work on this? What are the resources I can turn to?

- Parent
- Friend
- Doctor
- Teacher
- Minister/Church person
- Case Manager/Social Worker
- Take a course (in public speaking, resume writing, etc.)
- Therapy

WHO ELSE?