

## CHECKLIST OF STRENGTHS\*

You will improve your chances for success in your job search by looking at your strengths and weaknesses. Read over the list of strengths below and check whether you are this way rarely, sometimes or often. Refer back to this list in writing your resume and cover letter and in planning for job interviews.

	SOMETIMES	OFTEN	RARELY
<b>ABLE TO WORK ALONE.</b> Do you plan your own work? Can you work by yourself?			
<b>ARTICULATE.</b> Can you express ideas easily orally? In writing? Are your instructions readily understood?			
<b>CHEERFUL.</b> Are you generally good-natured? Do you greet your fellow workers pleasantly?			
<b>COMPETENT.</b> Are you able to meet deadlines? Is your work generally accepted as is?			
<b>CONSCIENTIOUS.</b> Do you do an honest day's work for a day's pay? Can you name an unpleasant task that you have done because it had to be done and no one else would do it?			
<b>COOPERATIVE.</b> Do you always do your part in a team assignment? Do you often volunteer to help?			
<b>COURAGEOUS.</b> Do you undertake challenges readily? Have you ever had to take a firm stand and accept responsibility?			
<b>DECISIVE.</b> Are you able to make clear-cut decisions under pressure? Do you stand back of them later? Have you ever had to take a firm stand and accept responsibility?			
<b>DEPENDABLE.</b> How is your attendance record? Can your supervisor count on you when the workload is heavy? Do you follow through without being checked on by your supervisors or instructors?			
<b>DIPLOMATIC.</b> Can you cope with difficult situations involving other people? Have you restored harmony where there was friction? Settled a difficult personnel problem?			
<b>DISCREET.</b> Are you able to keep a secret? Do you guard confidential material carefully? Do you respect other peoples right to privacy?			

	SOMETIMES	OFTEN	RARELY
<b>ENTHUSIASTIC.</b> Are you interested in your work, or studies? Do you inspire others with your own interest? Have you ever done extra work because of your interest?			
<b>HONEST.</b> Do you usually tell the truth? Have you ever served as treasurer of an organization? Do you pass along the praise when credit belongs elsewhere? Accept blame for your own mistakes?			
<b>IMAGINATIVE.</b> Do you often or occasionally come up with new ideas? Have you contributed an idea which proved both workable and profitable?			
<b>INDUSTRIOUS.</b> Can you be your own self-starter? Do you work steadily on a task until it is done? Do you resist interruptions whenever possible?			
<b>LEADERSHIP ABILITY.</b> Do people follow your suggestions? Have you held positions of responsibility at work, in school, in clubs, or community activities?			
<b>LOYAL.</b> Can you set aside petty grievances to get a job done? Have you ever been in a situation where you stayed with a project or organization because of a sense responsibility despite disagreements?			
<b>OBSERVANT.</b> Do you remember names easily, places? Do you recall facts and figures accurately? Find your way in a new locale?			
<b>ORDERLY.</b> Do you keep things where they belong? Have a knack for arranging things in a logical way? Enjoy detail work?			
<b>PATIENT.</b> Can you keep your temper? Are you able to train other workers calmly even when you have to explain some procedures over and over again?			
<b>PERSISTENT.</b> Can you stick to a task even when your enthusiasm and patience are thin? Have you ever accomplished something very difficult?			
<b>PERSUASIVE.</b> Are you successful in bringing others to your point of view? In selling things and ideas?			
<b>RESOURCEFUL.</b> Do you see what needs to be done and do it without being told? Have you ever worked your way out of a difficult situation?			
<b>SYMPATHETIC.</b> Do you try to understand the problems of others? Do people confide in you often? Do you help them?			

	SOMETIMES	OFTEN	RARELY
<b>THRIFTY.</b> Do you try to avoid waste in supplies and equipment? Do you know what to save and what to discard?			
<b>TOLERANT.</b> Do you associate with people of different social backgrounds? Are you open-minded? Have you ever worked for the improvement of conditions for people of a different race or religious background?			

Look back over your list. Decide which weaknesses you can strengthen and plan a way to begin doing so. Write your plan below.

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\*Adapted from Path to Your Future: Suggestions & Procedures for the Job Applicant, Career Development Center, Drake University