



+y top four -ositive , rand ' ttri%utes #ad0ectives people use to descri%e me 3 personalit

6ist your personal . These are your personal skills: credentials and other features that give you an advantage or competitive edge in the workforce. )&amples could include your education: speciali-ed knowledge and your network of contacts. =o not write down every skill you have> only list the ones that you feel separate you from your peers. I?T)R?' 6

6ist your . @our weaknesses are the deficiencies or limitations that you have compared to others in your intended field of work. These weaknesses can indicate where you need to make improvements if you want to have a competitive chance of advancing in your career. I?T)R?' 6

6ist your . These can include internships20o%: leadership or performance learning opportunities. , e sure to think a%out all the opportunities availa%le to you: even those you do not think you want to pursue. These are things that may help you to succeed. )AT)R?' 6

6ist that could limit your a%ility to succeed. )&amples could include a limited num%er of 0o% openings. @ou should include any e&ternal %arriers that may threaten your a%ility to get a 0o%. )AT)R?' 6


Write a strategy/action plan in the form of goals and objectives based on your strengths: weaknesses: opportunities and threats. Use this strategy to guide what you will do next.

Write 1 goal/objective that will get you to your overall career goal. These should be specific actions you will take to enhance the positives and diminish the negatives in your (S/T) analysis. List experiences you will add to your resume to make you more competitive in the job market and prepare you for professional success.

Goals must be in

I am happiest when I amJ ..

I do my %est work whenJ ..

+y %iggest motivator isJ ..

+y closest friends and family would descri%e me asJ ..

-eople I most admire includeJ ..

+y greatest strengths includeJ ..

If I had to choose today: I would %ecome a 7777777777777777 %ecauseJ ..