**ACTIVITY 1**

**Worksheet*: Identifying Your Strengths***

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 |  |  |  |  |  |
| Communication |  |  |  |  |  |
| 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 Management |  |  |  |  |  |
| Training |  |  |  |  |  |

**Personal Qualities**

How well does each quality describe you?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| *Accountable* |  |  |  |  |  |
| Adaptive |  |  |  |  |  |
| *Ambitious* |  |  |  |  |  |
| Confident |  |  |  |  |  |
| *Courageous* |  |  |  |  |  |
| *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 |  |  |  |  |  |

**ACTIVITY 2**

**Worksheet: *Marketing Your Strengths for a Potential Opportunity***

After you have completed the “Identifying your strengths worksheet” – for those strengths that you rated yourself a 5, select one or two strengths from the **Transferable Skills** side and one or two from the **Personal Qualities** side that you feel best describe you. List each below, and then write down one or two examples of how you could demonstrate your strength or quality for the Career Profile you selected.

**STRENGTH:**

**Example #1:**

**EXAMPLE #2:**

**STRENGTH:**

**Example #1:**

**EXAMPLE #2:**

**STRENGTH:**

**Example #1:**

**EXAMPLE #2:**

**STRENGTH:**

**Example #1:**

**EXAMPLE #2:**