



Highlight Your Strengths



DEVELOP
IDENTITY

HOW DO I SHOW POTENTIAL EMPLOYERS MY STRENGTHS?

1: START WITH YOURSELF

Identify and express the strengths you have that employers want.

THINK ABOUT highlighting my strengths

Which of the 11 strengths would you put into your resume or cover letter?
List them below.

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WHAT'S IN A GOOD COVER LETTER AND RESUME?

2: LOOK BEYOND YOURSELF

Analyze cover letters and resumes of others to improve your own.

THINK ABOUT analyzing the work of others

Analyze the cover letter.

Which of their strengths did they highlight?

Are these strengths found on the list of the top eleven things that employers look for?

If you were the parents, would you give this person an interview based on this cover letter? Why or why not?

Analyze the resume.

Which of their strengths did they highlight?

Are these strengths found on the list of the top eleven things that employers look for?

If you were the parents, would you give this person an interview based on this cover letter? Why or why not?

WHAT HAVE YOU LEARNED ABOUT HIGHLIGHTING YOUR STRENGTHS?

4: Reflect and Update your thinking

I can use what I have learned about talents and strengths to figure out what talents I want to explore on a deeper level.

Do you feel you can write a cover letter if you need to?
Why or why not?

Do you feel you can write a resume if you need to? Why or why not?

Are there any items from the “top eleven skills employers are looking for” that you want to improve upon? If so, what are they?