

Your Guide to “Identify Your Professional Strengths and Weaknesses”

How to Use this Guide:

Use this activity guide to gain clarity about your core professional strengths and areas for growth and prepare you to present yourself with confidence in applications and interviews. Explore example Coach prompts, reflect on your progress, and get guidance on suggested next steps.

Time Required:

15-20 minutes

Activity Objective:

To gain clarity about your core professional strengths and areas for growth, preparing you to present yourself with confidence in applications and interviews.

Materials Needed:

- Access to [Coach](#)
- A notebook or digital document for reflection
- Feedback you've received from supervisors, peers, or mentors (if available)

Before We Get Started:

Think about the moments when you've succeeded or felt proud of your work as well as the challenges you've faced and how you responded. Be honest with yourself. Consider feedback you've received from people in your life. What do family, friends, and colleagues come to you for help with? Remember, everyone has both strengths and weaknesses.

Questions to Ask Coach (AKA Prompts):

- What are some examples of strengths employers value in my field?
- How can I phrase a weakness in a constructive way?
- How do I effectively answer the question "tell me about a time you made a mistake?"
- Can you help me create a strengths statement for my resume or interview?
- What strategies can I use to work on my weaknesses?
- How can I apply what I'm good at outside of work to professional environments?

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Reflection Questions:

- Which strength am I most proud of?
- How do my strengths make me a strong candidate for my desired roles?
- Are there any important skills needed for this role that are not listed in the job description? How do I let the hiring manager know I have these skills?
- How have my strengths helped me succeed in past projects, jobs, or school experiences?
- What steps am I taking to improve my weaknesses?

Optional Next Steps:

- Write a brief “strengths and growth” paragraph to use in cover letters or interviews. Get feedback from [CareerVillage](https://www.careervillage.org) professionals on whether your strengths align with your career goals.
- Choose one weakness and set a 30-day improvement plan.
- Speak with individuals in your life (ex: manager/supervisor, educator, internship coordinator) and get their feedback on your professional strengths and weaknesses.