

EXERCISE

Preparation Worksheet

By thinking through your skills, you will be better prepared to explain them to the interviewer and relate them to the position you want.

Past Job, Hobby, or Volunteer Work	Skill I Learned/Value to Employer
1. _____ _____	1. _____ _____
2. _____ _____	2. _____ _____
3. _____ _____	3. _____ _____
4. _____ _____	4. _____ _____
5. _____ _____	5. _____ _____

Here is an alternative way to organize your thoughts before an interview:

My Strongest Skills	Where I Developed Them/Examples
1. _____ _____	1. _____ _____
2. _____ _____	2. _____ _____
3. _____ _____	3. _____ _____
4. _____ _____	4. _____ _____
5. _____ _____	5. _____ _____

Identify your weakest area or skill and articulate a positive way to position that shortcoming:

