

In any interview, an Employer wants to understand what you're bringing to the table. This Personal Inventory is a tool to help you identify the traits and skills that make you a strong candidate. Doing this work ahead of time will allow you to effectively communicate your strengths and differentiate yourself from other candidates.

Start by listing all of your skills in the left-hand column (i.e. multi-state payroll, preparing annual taxes etc.). When you think you've listed everything, push yourself to think of at least three more. Then in the right-hand column, list all of the qualities, traits, and characteristics that make you successful. Which adjectives would your spouse, best friend, or colleagues use to describe you? Again when you think you've listed them all, write down at least three more.

SKILLS

CHARACTERISTICS

Now from the list above, highlight the skills that you use most often, or in which you are considered a subject matter expert. Then highlight the characteristics you think most directly effect your success in your current and/or previous position. Try to narrow it down to your top five skills and characteristics.

SKILLS

- 1.
- 2.
- 3.
- 4.
- 5.

CHARACTERISTICS

- 1.
- 2.
- 3.
- 4.
- 5.

NOW PUT IT IN ACTION

Here's the kicker, think of a project or particularly difficult task, that involved one or more of your top five skills and explain in the space below how you utilized one or more of your top characteristics to successfully complete it.