



Northeastern

BONUS: Sometimes the job you are seeking has a skill or strength requirement that you don't have. List the skills or strengths that you would like to develop, including your current ability and then some ideas for how to develop it.

Desired skill or strength	Current ability 1(low) - 4 (high)	Ideas for how to learn or develop

Leveraging your strengths and skills in an interview

Often employers will ask you questions that give you the opportunity to share the ways your strengths and/or skills will benefit the company or support the responsibilities of the position.

Write a statement that includes two parts:

1. The strength or skill
2. A specific example of how this helped you to be successful in the past or how it will help you in the position you are seeking

Example: *At my last job I had great success working with people from other departments. I was able to complete my projects ahead of schedule due to the support I received from people outside my group.*

Discussing your weaknesses in an interview

Just as employers want to know about your strengths, they will inevitably ask about your weaknesses. It is very important that you prepare yourself to address the issue head-on. You can either make a statement about a known weakness and how you are developing it yourself or you can address a skill that you are deficient in that your new position will give you the opportunity to develop.

Write a statement that includes two parts:

1. Give the weakness
2. The proposed development or solution

Example: *Though I'm not as comfortable with Excel, I was able to learn PowerPoint on the job in my last position very quickly and I am confident that I can do the same in this position with Excel.*
