

Knowing Your Strengths

Cornell Career Services

Qualities & Skills

A Fall '07 survey by the National Association of Colleges & Employers asked employers to name the skills and qualities in the “ideal candidate.” The results: communication skills (verbal and written); strong work ethic; teamwork skills; initiative; interpersonal skills; problem-solving skills; & flexibility/adaptability. As you consider your skills and qualities, remember that both are important to employers – qualities every bit as much as skills, and that both are “transferable” from one experience to another.

Qualities

Adaptable
Alert
Analytical
Assertive
Astute
Authentic
Calm
Candid
Caring
Committed
Cooperative
Creative
Curious
Decisive
Detail-oriented
Diplomatic
Easy-going
Empathetic
Energetic

Enterprising
Enthusiastic
Expressive
Firm
Flexible
Friendly
Focused
Generous
Good judgment
Hard working
Honest
Kind
Loyal
Motivated
Open-minded
Optimistic
Organized
Outgoing
Patient

Persistent
Poised
Positive
Proactive
Punctual
Persuasive
Resourceful
Self-directed
Self-reliant
Self-confident
Sense of humor
Service-oriented
Sincere
Spontaneous
Tactful
Team-oriented
Tidy
Tolerant
Versatile

Skills

Administering programs
Advising people
Analyzing data
Auditing records
Budgeting expenses
Calculating numerical data
Checking for accuracy
Coaching people
Compiling statistics
Coordinating events
Corresponding with others
Creating new ideas
Deciding uses of money
Delegating responsibility
Displaying artistic ideas
Editing publications
Exhibiting plans
Finding information

Handling complaints
Imagining new solutions
Initiating with strangers
Interpreting languages
Investigating problems
Leading others
Listening to others
Managing an organization
Managing people
Managing time
Mediating
Meeting the public
Motivating others
Negotiating contracts
Organizing people & tasks
Persuading others
Politicking with others
Prioritizing tasks

Programming computers
Promoting events
Questioning others
Reading volumes of material
Recording scientific data
Repairing devices
Researching information
Running meetings
Selling products
Serving people
Speaking in public
Supervising others
Teaching classes
Tolerating interruptions
Working long hours
Working with precision
Writing clear reports
Writing for publication

STATING ACCOMPLISHMENTS & PROVIDING FACTS (examples)

- ◆ Designed and constructed a web site that the organization immediately used.
 - ◆ Increased efficiency on the production line by 12%.
 - ◆ Asked to return the following summer.
 - ◆ Received an “excellent” evaluation from my internship supervisor.
 - ◆ Sold more than \$2,000 worth of tickets to campus-wide charity event.
 - ◆ Organized 14 community members in the creation of the city’s first urban garden.
 - ◆ Was elected co-captain of the Cornell Women’s Track Team.
 - ◆ Developed an Excel model to measure hotel ramp-up, which was used in all seven Marriott brands for bonus evaluation and measurement of brand initiative success.
 - ◆ Selected by peers to represent our living unit at campus-wide events.
 - ◆ Conducted an independent research project through the Plant, Cell, and Molecular Biology Program involving transgenic broccoli plants.
 - ◆ Received an “A” in my Marketing Management course at Cornell.
 - ◆ Awarded a Cornell Tradition Fellowship for excellence in service, work and leadership.
 - ◆ Elected Vice President of the Cornell Greens.
 - ◆ Complimented by my supervisor for working extra hours to assist five children having trouble with assignments.
 - ◆ Designed and built a miniature radio transmitter on PCB to track bird flight patterns.
 - ◆ Increased circulation by 30%.
 - ◆ Provided with increased responsibility throughout the summer.
 - ◆ Developed a promotional brochure, which the agency is still using.
-