

Self -Assessment and Resumes

This lesson will cover self-assessment and building the perfect resume. The lesson contains built in learning activities.

☰ Self Assessment

☰ Writing Your Resume

🔍 Practice Quiz



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Self Assessment

Let's get Started!

In this section, you will be identifying your personal strengths and weaknesses and assessing their impact in the employment process.

You will do this by:

- Exploring personal assessments to assess strengths and weaknesses. You will complete an activity to help you identify your strengths (assets) and weaknesses (liabilities).
- Identifying action strategies to increase strengths and decrease weaknesses. Based upon narrowed assets and liabilities you identify in an activity, you will create an action to increase your strengths (assets) and decrease your weaknesses (liabilities).



Image via Articulate 360

Finding a way

Where the road leads, I will go. Along the stark desert, across the wide plains, into the deep forests I will follow the call of the world and embrace its ferocious beauty.

The lesson does contain links to videos and websites that you will want to watch or read. As you complete this lesson, you may click links that will take you out of the course, you will click the X to close the window to return.

Do you know your personal strengths?

Seems like a very easy question, doesn't it? But sometimes it can be difficult to sit down and

think about the things you would consider a strength. Some people find it hard to focus on themselves because the mind is also focused on the life situations that happening in your life now. Also, it is very easy to **overdo a strength**, which can make it become a weakness.

A photograph of a person with long dark hair, wearing a black top and teal shoes, climbing a dark rock face. The person is seen from behind, with their arms and legs extended as they ascend. The background is a blurred natural setting.

Why it's Good to Know Your Biggest Personal Strengths?

Knowing your personal strengths and weaknesses can help you a lot in choosing the right career or making [good decisions](#).

It is important that you understand your life situation and how it might influence your search before you begin any job search or increase skills to move up in a current job. The mechanics of a job search are similar across the different scenarios.

1

Find Your Personal Weaknesses



Image via Articulate 360

Knowing the broken links on a chain is equally important as knowing your personal strengths is knowing your personal weaknesses. Those are attributes that you will have a hard time when doing it, it's difficult for you. That's why you should try to let people who are better than you do this.

Everybody has weaknesses. It's a natural thing, humans are not perfect. So don't be embarrassed to look at your weaknesses. It will help you to improve yourself to know them. You will want to develop action plans to overcome any weaknesses.

You are most likely to succeed in life if you use your talents (strengths) to their fullest extent. Similarly, you'll suffer fewer problems if you know what your weaknesses are, and if you manage these weaknesses so that they don't matter in the work you do.

So how you go about identifying these strengths and weaknesses, and analyzing the

opportunities and threats that flow from them? One way is through a [SWOT Analysis](#) as a useful technique that can help you do this.

What makes SWOT especially powerful is that, with a little thought, it can help you uncover opportunities that you would not otherwise have spotted. And by understanding your weaknesses, you can manage and eliminate threats that might otherwise hurt your ability to move forward.

If you look at yourself using the SWOT framework, you can start to separate yourself from your peers, and further develop the specialized talents and abilities you need to advance your career and help you achieve your personal goals.

CONTINUE

Complete a Self-Analysis using SWOT

To perform a personal SWOT analysis, you need to answer some questions about yourself. Excerpt from [mindtools article](#). Record your responses on the MindTools Personal SWOT Analysis [Worksheet](#). Utilize the results in your unit assignments.

| STRENGTHS | WEAKNESSES | OPPORTUNITIES | THREATS |
|---|------------|---------------|---------|
| <ol style="list-style-type: none">1. What advantages do you have that others don't have (for example, skills, certifications, education, or connections)?2. What do you do better than anyone else?3. What personal resources can you access?4. What do other people (and your boss, in particular) see as your strengths?5. Which of your achievements are you most proud of?6. What values do you believe in that others fail to exhibit?7. Are you part of a network that no one else is involved in? If so, what connections do you have with influential people? | | | |
| <p>Consider this from your own perspective, and from the point of view of the people around you. And don't be modest or shy – be as objective as you can. Knowing and using your strengths can make you happier and more fulfilled at work</p> | | | |

| STRENGTHS | WEAKNESSES | OPPORTUNITIES | THREATS |
|---|------------|---------------|---------|
| <ol style="list-style-type: none"> 1. What tasks do you usually avoid because you don't feel confident doing them? 2. What will the people around you see as your weaknesses? 3. Are you completely confident in your education and skills training? If not, where are you weakest? 4. What are your negative work habits (for example, are you often late, are you disorganized, do you have a short temper, or are you poor at handling stress)? 5. Do you have personality traits that hold you back in your field? For instance, if you have to conduct meetings on a regular basis, a fear of public speaking would be a major weakness. <p>Again, consider this from a personal/internal perspective and an external perspective. Do other people see weaknesses that you don't see?</p> | | | |

| STRENGTHS | WEAKNESSES | OPPORTUNITIES | THREATS |
|---|------------|---------------|---------|
| <ol style="list-style-type: none"> 1. What new technology can help you? Or can you get help from others or from people via the Internet? 2. Is your industry growing? If so, how can you take advantage of the current market? 3. Do you have a network of strategic contacts to help you, or offer good advice? 4. What trends (management or otherwise) do you see in your company, and how can you take advantage of them? | | | |

5. Are any of your competitors failing to do something important? If so, can you take advantage of their mistakes?
6. Is there a need in your company or industry that no one is filling?
7. Do your customers or vendors complain about something in your company? If so, could you create an opportunity by offering a solution?

| STRENGTHS | WEAKNESSES | OPPORTUNITIES | THREATS |
|---|------------|---------------|---------|
| <ol style="list-style-type: none">1. What obstacles do you currently face at work?2. Are any of your colleagues competing with you for projects or roles?3. Is your job (or the demand for the things you do) changing?4. Does changing technology threaten your position?5. Could any of your weaknesses lead to threats? <p>Performing this analysis will often provide key information – it can point out what needs to be done and put problems into perspective.</p> | | | |



Images via Articulate 360

CONTINUE

Personality Tests

A personality test is a questionnaire or other standardized instrument designed to reveal aspects of an individual's character or psychological makeup. The first personality tests were developed in the 1920s and were intended to ease the process of personnel selection, particularly in the armed forces (Wikipedia). This is another way to complete a self-analysis.

Your personality and behavioral style are measured through what is known as a self-report personality questionnaire. A self-report questionnaire is a 'test' that asks you through covert questions (reading the question doesn't reveal what it measures) about aspects of your own personality which are relevant to the workplace. For example, your response to a question about how you behave in a party can indicate about your ability to work in teams. The information collected on you is collated into what becomes known as your 'personality profile' .

The personality test is different from the aptitude tests:

- A personality test has no right or wrong answer.
- A personality test is not timed.

What do employers seek in the personality test? Employers' prime objectives are to establish whether you: can do the job, will do the job, and will fit in. Your personality and behavioral style have a significant role to play in providing the answers to all three questions.

What's Your Personality Type?

Use the questions on the outside of the chart to determine the four letters of your Myers-Briggs type. For each pair of letters, choose the side that seems most natural to you, even if you don't agree with every description.

1. Are you outwardly or inwardly focused? If you:

- Could be described as talkative, outgoing
- Like to be in a fast-paced environment
- Tend to work out ideas with others, think out loud
- Enjoy being the center of attention

then you prefer

E
Extraversion

- Could be described as reserved, private
- Prefer a slower pace with time for contemplation
- Tend to think things through inside your head
- Would rather observe than be the center of attention

then you prefer

I
Introversion

2. How do you prefer to take in information? If you:

- Focus on the reality of how things are
- Pay attention to concrete facts and details
- Prefer ideas that have practical applications
- Like to describe things in a specific, literal way

then you prefer

S
Sensing

- Imagine the possibilities of how things could be
- Notice the big picture, see how everything connects
- Enjoy ideas and concepts for their own sake
- Like to describe things in a figurative, poetic way

then you prefer

N
Intuition

ISTJ
Responsible, sincere, analytical, reserved, realistic, systematic. Handworking and trustworthy with sound practical judgment.

ISFJ
Warm, considerate, gentle, responsible, pragmatic, thorough. Devoted caretakers who enjoy being helpful to others.

INFJ
Idealistic, organized, insightful, dependable, compassionate, gentle. Seek harmony and cooperation, enjoy intellectual stimulation.

INTJ
Innovative, independent, strategic, logical, reserved, insightful. Driven by their own original ideas to achieve improvements.

ISTP
Action-oriented, logical, analytical, spontaneous, reserved, independent. Enjoy adventure, skilled at understanding how mechanical things work.

ISFP
Gentle, sensitive, nurturing, helpful, flexible, realistic. Seek to create a personal environment that is both beautiful and practical.

INFP
Sensitive, creative, idealistic, perceptive, caring, loyal. Value inner harmony and personal growth, focus on dreams and possibilities.

INTP
Intellectual, logical, precise, reserved, flexible, imaginative. Original thinkers who enjoy speculation and creative problem solving.

ESTP
Outgoing, realistic, action-oriented, curious, versatile, spontaneous. Pragmatic problem solvers and skillful negotiators.

ESFP
Playful, enthusiastic, friendly, spontaneous, tactful, flexible. Have strong common sense, enjoy helping people in tangible ways.

ENFP
Enthusiastic, creative, spontaneous, optimistic, supportive, playful. Value inspiration, enjoy starting new projects, see potential in others.

ENTP
Inventive, enthusiastic, strategic, enterprising, inquisitive, versatile. Enjoy new ideas and challenges, value inspiration.

ESTJ
Efficient, outgoing, analytical, systematic, dependable, realistic. Like to run the show and get things done in an orderly fashion.

ESFJ
Friendly, outgoing, reliable, conscientious, organized, practical. Seek to be helpful and please others, enjoy being active and productive.

ENFJ
Caring, enthusiastic, idealistic, organized, diplomatic, responsible. Skilled communicators who value connection with people.

ENTJ
Strategic, logical, efficient, outgoing, ambitious, independent. Effective organizers of people and long-range planners.

3. How do you prefer to make decisions? If you:

- Make decisions in an impersonal way, using logical reasoning
- Value justice, fairness
- Enjoy finding the flaws in an argument
- Could be described as reasonable, level-headed

then you prefer

T
Thinking

- Base your decisions on personal values and how your actions affect others
- Value harmony, forgiveness
- Like to please others and point out the best in people
- Could be described as warm, empathetic

then you prefer

F
Feeling

4. How do you prefer to live your outer life? If you:

- Prefer to have matters settled
- Think rules and deadlines should be respected
- Prefer to have detailed, step-by-step instructions
- Make plans, want to know what you're getting into

then you prefer

J
Judging

- Prefer to leave your options open
- See rules and deadlines as flexible
- Like to improvise and make things up as you go
- Are spontaneous, enjoy surprises and new situations

then you prefer

P
Perceiving

By Jake Beech (Own work) [CC BY-SA 3.0] (via Wikimedia Commons)

You are asked to complete the Jung Personality Assessment which is a test that allows you to determine your [personality style](#). The Jung Personality Assessment link will also be available in the unit. You will need to answer questions based on the results of the Jung Assessment. You may want to download a copy of the assignment and have it open when completing the assessment.

You can view all [lessons](#) of the Jung Typology (Myers Briggs) Assessment to better understand your placement from the results of the Jung Typology Assessment.

CONTINUE

Learning Styles

A learning style is a common way people learn. Everyone generally has a mix of learning styles. Some people may find that they have a dominant style of learning, with far less use of the other styles. Others may find that they use different styles in different circumstances. There is no right mix.

Research shows us that each learning style uses different parts of the brain. By involving more of the brain during learning, we remember more of what we learn. Researchers using

brain-imaging technologies have been able to find out the key areas of the brain responsible for each learning style.

For example:

- **Visual:** The occipital lobes at the back of the brain manage the visual sense. Both the occipital and parietal lobes manage spatial orientation.
- **Aural:** The temporal lobes handle aural content. The right temporal lobe is especially important for music.
- **Verbal:** The temporal and frontal lobes, especially two specialized areas (in the left hemisphere of these two lobes).
- **Physical:** The cerebellum and the motor cortex (at the back of the frontal lobe) handle much of our physical movement.
- **Logical:** The parietal lobes, especially the left side, drive our logical thinking.
- **Social:** The frontal and temporal lobes handle much of our social activities. The limbic system (not shown apart from the hippocampus) also influences both the social and solitary styles. The limbic system has a lot to do with emotions, moods and aggression.
- **Solitary:** The frontal and parietal lobes, and the limbic system, are also active with this style.

RIOS ALADO

Practical Strategies for Each Learning Style

READ MORE RIOS ALADO [▶](#)

Most learning styles are grouped into three main learning styles (and encompasses all the learning styles listed above).

- AUDITORY learner, you may wish to use tapes. Tape lectures to help you fill in the gaps in your notes. But do listen and take notes, reviewing notes frequently. Sit in the lecture hall or classroom where you can hear well. After you have read something, summarize it and recite it aloud.
- VISUAL learner, then by all means be sure that you look at all study materials. Use charts, maps, filmstrips, notes and flashcards. Practice visualizing or picturing words/concepts in your head. Write out everything for frequent and quick visual review.
- TACTILE/KINESTHETIC learner, trace words as you are saying them. Facts that must be learned should be written several times. Keep a supply of scratch paper for this purpose. Taking and keeping lecture notes will be very important. Make study sheets.



By Luke Detwiler (Own work) [[CC BY-SA 2.0](#)] (via Flickr.com)]

Determine your learning style by completing this [Learning Styles Inventory](#) from VARK. Be sure to save your results and use them when completing the unit assignments.

Next Steps

Before going on to the Resume Section embedded in this lesson, you may want to return to the course and complete the assignments for Self-Assessment.

Writing Your Resume

Job Search Starts with your Resume

The first step toward a job is your resume. Most employers want to see your resume before they'll even consider you for the job. Your resume is a great way to start planning and collecting the necessary information for a successful job search.

Think of your resume as a work in progress – you can go back and change it to better fit a job match or whenever your situation changes, like completing a training course. Remember, you only get one chance to make a first impression... and that's why your resume needs to be the best it can be.

What is a Resume?

A resume is a way to advertise you. Think of it as a TV ad. When you watch a TV ad and you see a product trying to be sold (or if you have watched Shark Tank), what is the WOW that catches your attention?? Think of this for your resume. What will be the WOW that will make an employer get hooked and what to interview you??

CONTINUE

Resume Writing

For this portion of the lesson you will be completing nine [9] tutorials from GCF Learn Free.

Link to [GCF Learn Free Resume Writing](#) tutorials.

You are to complete all nine [9] tutorials:

1

Why You Need a Resume

2

Resume Formats: Choosing the Right One

3

Resume Tips and Strategies

4

Contact Information

- 5 Objectives, Summaries, or Professional Profiles
- 6 Employment History
- 7 Education Information
- 8 Additional Information and References
- 9 Preparing Your Resume for the Internet

You do not need to make an account or take the quizzes on the GCF Learn Free site. All quizzes will be completed within the course. You may review the extra tutorials available, these are optional but could be beneficial.

Which of the following resume components is where you should state your career goal?

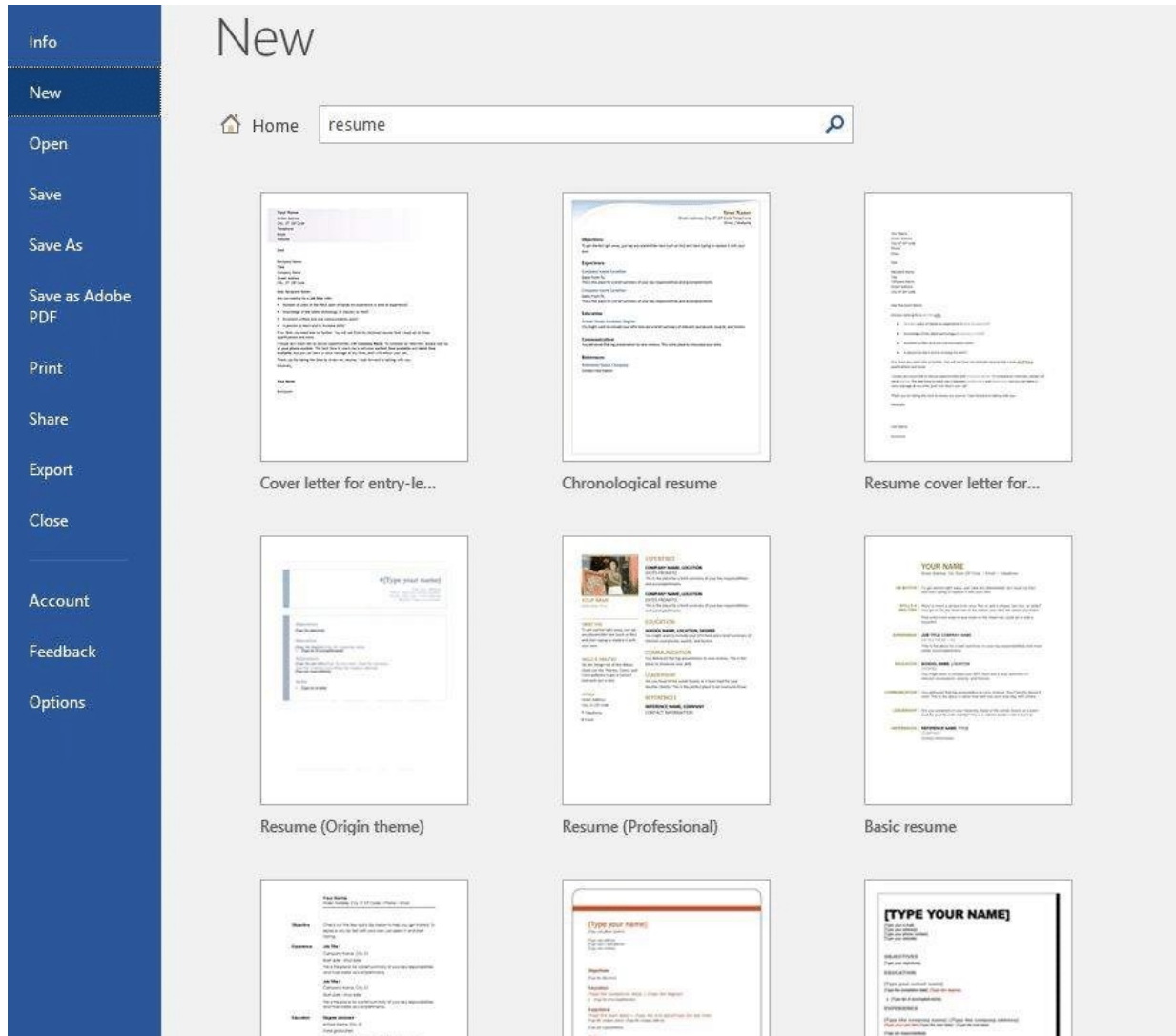
- Profile
- Objective
- Summary

CONTINUE

Templates

There are many different styles and types of templates available to begin creating your resume. You will want to review the different templates to see which one appeals to you most and displays the information you plan to add to your resume.

Microsoft Word has a variety of templates. Remember you can get Microsoft Word for free with your [KCTCS Account](#) (for Macs or PCs). From within Word, click File > New. In the Search box, type resume and press Enter. You should see a listing of templates (similar to the image below).



Microsoft Word Screen Shot of Resume Templates Search

Next Steps

Before going on to other sections of this lesson, you may want to return to the course and complete the assignments for Build Your Resume.

Lesson 3 of 3

Practice Quiz

Question

01/15

Which of the following resume components is where you should state your career goal?

Profile

Objective

Summary

Question

02/15

The spell-checking feature in most software packages will NOT find every spelling and/or grammatical error on your resume.

True

False

Question

03/15

For a resume in the functional format, you must still include dates of employment.

True

False

Question

04/15

Which of the following should NOT be part of a resume?

Contact Information

Religious affiliation

Education

Employment History

Question

05/15

The _____ format lists your work history with dates, with your most recent employer and job title listed first.

Combination

Functional

Chronological

Question

06/15

When you are including past job titles in your Employment History section, you should make sure they are general enough to be understood by anyone who may read your resume.

True

False

Question

07/15

What is a plain-text resume?

A resume that contains no formatting, except for line breaks

A resume that includes bulleted lists and numerous fonts

A resume that includes images and web links

Question

08/15

Which of the following is NOT a resume format?

Combination

Chronological

Functional

Portfolio

Question

09/15

In which section would you most likely include your bilingual skills?

Additional Information

Contact Information

Education

Employment History

Question

10/15

Which of the following is the safest email address style to use on your resume?

lovin_ladies123@emailprovider.com

partyallthetime@emailprovider.co

j_smith@emailprovider.com

Question

11/15

In the Education section, you should list all of your college courses by name.

True

False

Question

12/15

A _____ is a document that tells prospective employers exactly what you want them to know about you and why you would be a good fit for their open position.

Resume

Birth Certificate

Employee File

Recommendation Letter

Question

13/15

Some professionals believe links can enhance a resume by allowing a potential employer to go online and find out more about a candidate.

True

False

Question

14/15

Fewer and fewer job seekers are including a career objective on their resumes.

True

False

Question

15/15

How do you save your resume in a plain-text format?

From Word, save the document as a different format.

From Word, copy the contents of the resume into PowerPoint and save the document as a different format.

From Word, copy the contents of the resume into a simple text editor and save the file.

Nothing has to be done, it is already in plain-text format in Word and when saved, it saves in plain-text format.