

### Introduction

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Most people agree that looking for a job and developing your career skills can sometimes be very stressful and confusing in terms of what to do next. We sincerely hope that you find the following clues to be helpful to you as just one of many pieces of information you'll need in order to make great choices! We will cover 3 main areas:

- Understanding yourself better in terms of 6 universal career traits and how they impact your job choices and working environment
- Learning how to present your strengths within job applications, CV/Resumes and during interviews
- When possible, highlight some types of jobs and training that may be beneficial for you to explore based on your particular traits

This information is best used along with your career counselor for choosing jobs and careers that best suit you, as well as, preparing yourself for interviews and continuing education to develop your talents.

Let's get started...

The 6 Universal Career Traits are:

- Planning
- Tough Mindedness
- Flexibility
- Extroversion
- Stress Resistance
- Teamwork

Below you will find details about your personality and how it applies to each of the universal career traits. We then tell you why this information is useful and ways to use it to help your career search.

### Planning

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#### Your Personality:

Sarah, you tend to prefer to minimize the amount of details and planning you are required to handle, so you might want to avoid jobs that require you to follow a strict plan every day

Your unique strength is being able to deal with interruptions better than most people as well as being more comfortable with the plan being changed on a regular basis

#### Your CV/Resume Tips:

We have taken your strengths from above and provided a way to leverage in the content of your Resume:

My ability to handle interruptions during the day and at the same time stay on task with my job has allowed me to be productive even when the details of my job were not completely clear. I was able to anticipate things that needed to be done to accomplish objectives.

In this example Sarah, you are 'highlighting' a unique strength that you have by pointing out how this has helped you be successful in previous positions. You can now go further and actually point out specific examples of times when your ability to work without a plan allowed you and the company to be more successful.

Your 'presentation' of yourself is more specific to you rather than just looking like everyone else's.

## Tough Mindedness

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### Your Personality:

Sarah, you prefer to be in a job where you can be empowered to assist in the decision making process during the day

You typically enjoy thinking through things and even asking the tough questions rather than just taking things at face value

Situations that require you to just follow someone else's lead all day will not be as enjoyable for you

You have a unique strength to dig into things and figure out what is happening and how they might be solved

You also tend to have a unique strength of dealing with difficult people and situations

### Your Interview Tips:

Based on the information above we recommend the following practice interview questions to effectively communicate your strengths:

Question: Describe a time when you had to deal with a difficult person on the job. What was the issue and how did you handle it?

Question: Tell me about a difficult problem you have solved. What was the problem and how did you solve it?

Sarah, if you think about the fact that you tend to be comfortable dealing with difficult situations, think of a couple of times when you did and be prepared to walk the interviewer through what was going on and how you handled it!

Tie your specific strengths to your responses so that you stand out in the interview rather than just responding like everyone else does.

## Flexibility

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### Your Personality:

Sarah, you prefer consistency and predictability in your work environment

You value systems and processes that are efficient and thorough

You want to look for positions that may be in need of some improvement rather than situations where you are expected to deal with vague and fast changing issues every day

There are many work situations that are changing very rapidly and little is predictable; These would be more frustrating and less enjoyable for you

## Your CV/Resume Tips:

My ability to be consistent in following rules and procedures allows me to deliver predictable and high quality work. I am able to bring structure to situations and tasks in order to see that they are delivered consistently to help ensure the company's success.

We have taken your strengths from above and provided a way to leverage in the content of your

Resume: In this example Sarah, you are 'highlighting' a unique strength that you have by pointing out

how this has

helped you be successful in previous positions. You can now go further and actually point out specific examples of times when your ability to work consistently allowed you and the company to be more successful. You might point out things like 'safety' and 'quality' in your CV/Resume to highlight your strength in these areas.

Your 'presentation' of yourself is more specific to you rather than just looking like everyone else's.

## Extroversion

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Sarah, you prefer to have the time and space to do your work versus environments where you are constantly having to interact with others face to face

Ideally, you would have some interaction during the day, but be able to also work on your own with minimal interaction with others

Open workspace environments where you do not have any privacy will be more frustrating for you.

Look for situations where you may be working on a team, but you work on your own and occasionally come together with others to discuss project status etc.

## Stress Resistance

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Sarah, you tend to prefer an environment that has lower levels of stress than those that are very intense

Highly stressful environments can become increasingly frustrating for you over time

Look for environments where people are valued and treated fairly

Those that are sensitive to your needs are best versus environments that are detached and only focused on performance

Look for situations that value your strong ability to be sensitive to the needs of clients and team members.

## Teamwork

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Sarah, you tend to prefer to be in situations where your individual efforts and accomplishments are rewarded and valued

Environments where you are not rewarded for your own accomplishments will be less motivating for you. Many environments today are centered around teamwork and sometimes financial incentives are based on team effectiveness

Focus on environments that reward individual efforts even though you may be a part of a team.