

## C/ Detailed guideline

### 1. SWOT analysis

Do a SWOT analysis about yourself (100 each), think about your personal quality

- What do you do well? What is unique about you?
- What soft skills do you have?
- What do others see as your strengths?
- What have you excelled in at work/school/university/socially?

#### Example

##### Strength

John possesses several strengths that contribute to his personal and professional success. First and foremost, he has exceptional interpersonal skills, which enable him to build strong relationships with colleagues, clients, and friends. Additionally, John is highly organized and possesses excellent time management abilities, allowing him to efficiently juggle multiple tasks and responsibilities. He is also a quick learner, consistently staying up-to-date with industry trends and acquiring new skills. John's resilience and ability to stay calm under pressure make him a valuable asset in challenging situations. Lastly, his strong work ethic and determination ensure that he consistently delivers high-quality results.

##### Weaknesses

Despite his many strengths, John also has a few weaknesses that he must address. One of his key weaknesses is a tendency to be overly self-critical, which sometimes leads to a lack of self-confidence. This can hinder his ability to take calculated risks and seize opportunities. Additionally, John struggles with public speaking and often experiences anxiety when addressing large groups. He also tends to be too detail-oriented, sometimes getting bogged down in minutiae rather than focusing on the bigger picture. John's work-life balance is another area of concern, as he often prioritizes work over personal well-being, which can lead to burnout.

##### Opportunities

John has several opportunities he can capitalize on to further his personal and professional growth. First, he can enroll in public speaking courses or seek coaching to improve his presentation skills and overcome his anxiety. This would open doors for him to take on leadership roles or participate in conferences and workshops. Additionally, John can explore networking events and online platforms to expand his professional connections and uncover new career prospects. Given his proficiency in staying updated with industry trends, he can identify emerging markets or niches where he can leverage his skills and expertise for career advancement.

##### Threats

John faces certain threats that he should be aware of and mitigate. Economic uncertainty and market fluctuations could affect job stability and income levels, so he should establish an emergency fund and diversify his investments. His self-critical nature may continue to undermine his self-confidence, hindering his ability to seize opportunities or take risks when necessary. Work-related stress and burnout are persistent threats, so he should actively manage his work-life balance and seek support when needed. Additionally, competition in his

field may intensify, necessitating ongoing skill development and adaptability to remain competitive.

## *2. Reflection question*

Based on your SWOT analysis, what are three soft skills that you excel in and three that you need to improve on? (400 words)

Example

3 soft skills that you excel

- **Interpersonal Skills:** John excels in building strong relationships with colleagues, clients, and friends. This highlights his ability to connect with others, understand their needs, and communicate effectively, making him a valuable team player and networker.
- **Organizational and Time Management Skills:** His strong organizational and time management skills enable him to efficiently handle multiple tasks and responsibilities. This efficiency ensures that he can meet deadlines and deliver high-quality results consistently.
- **Resilience:** John's ability to stay calm under pressure demonstrates his resilience. This soft skill helps him navigate challenging situations with composure and adapt to changing circumstances effectively, which is valuable in both personal and professional contexts.

3 soft skills that you need to improve

- **Self-Confidence:** John's tendency to be overly self-critical can erode his self-confidence. To improve this, he should work on building a more positive self-image, potentially through self-affirmation exercises, and seek feedback to recognize his achievements and capabilities.
- **Public Speaking and Presentation Skills:** John's anxiety when addressing large groups suggests a need for improvement in public speaking and presentation skills. Enrolling in public speaking courses or seeking coaching can help him develop these abilities and overcome his fear.
- **Work-Life Balance:** Maintaining a healthy work-life balance is an area where John needs improvement. He should prioritize self-care, set boundaries, and allocate time for personal well-being, family, and hobbies to prevent burnout and maintain overall well-being. Developing better work-life balance skills will be crucial for his long-term happiness and productivity.

Discuss a leadership style that aligns with your personal values. (150 words)

Example

Servant leaders prioritize the needs of their team members above their own. They focus on serving and supporting others to help them reach their full potential. This approach fosters trust, collaboration, and a strong sense of community within the team (OpenAI 2023).

Considering John's strengths and values, a leadership style that aligns well with his personal values would be Servant Leadership. John's exceptional interpersonal skills, ability to build strong relationships, and his commitment to personal growth and resilience make him well-suited for this style. By prioritizing the well-being and development of his team members, John can create a positive and supportive work environment where everyone thrives. This aligns with his values of collaboration, empathy, and personal growth, and it would likely lead to greater job satisfaction and productivity among his team members.

Discuss the opportunities you have for improvement and how these will make you effective as a leader. (250 words)

Example

Improving his public speaking and presentation skills will equip John with a powerful tool for effective leadership. By honing his public speaking abilities, John can confidently articulate ideas, inspire his team, and gain the trust and support of others. This skill will enable him to lead meetings, deliver impactful presentations, and represent his organization with credibility.

Addressing his tendency to be overly self-critical and bolstering his self-confidence is crucial for effective leadership. When John believes in his abilities and decisions, he can make bold choices, navigate uncertainties, and take calculated risks more effectively. Improved self-confidence will also help him remain steadfast in the face of challenges, reassuring his team and instilling a sense of stability.

Achieving a healthier work-life balance is essential for sustained leadership effectiveness. By setting an example of work-life balance, John can foster a culture of well-being within his team, leading to higher morale, lower turnover, and increased productivity. Moreover, personal time allows him to recharge, reducing the risk of burnout and ensuring he remains an engaged and empathetic leader.

In summary, these opportunities for improvement have the potential to transform John into a more effective leader by enhancing his communication skills, boosting his confidence. As he becomes a more confident and articulate communicator, John will inspire and motivate his team more effectively. His improved self-assuredness will enable him to make well-informed decisions and lead with conviction. Lastly, maintaining a healthy work-life balance will contribute to his overall well-being, making him a resilient and empathetic leader who can create a positive and productive work environment. These improvements will ultimately drive success for both John and his team.

What tangible steps are you going to take in order to work on your weaknesses and take advantage of your opportunities? (200 words)

John is committed to addressing his weaknesses and maximizing his opportunities for growth as a leader. To enhance his public speaking and presentation skills, he has enrolled in a comprehensive public speaking course, where he will receive structured training and ample opportunities to practice in a supportive environment. Additionally, he plans to join a local speaking club to continually refine his communication abilities. To boost his self-confidence, John has adopted a daily self-affirmation routine and has set specific, achievable goals to track his progress. Seeking feedback from trusted colleagues and mentors will provide an objective perspective on his growth in this area. For work-life balance, he has implemented a strict schedule that delineates work hours and personal time, which he communicates clearly to his team. John is prioritizing self-care activities such as regular exercise and mindfulness practices. He has also scheduled regular breaks and vacations to recharge and detach from work-related stressors. John recognizes the importance of accountability and plans to create a development plan that outlines clear goals, timelines, and measurable milestones. Regular self-assessments will allow him to monitor his progress and make adjustments as needed. Seeking guidance and mentorship from experienced leaders will provide invaluable insights and support on his journey to becoming a more effective and balanced leader.

### *3. Your professional profile and job application*

A cover letter addressing the position

Example

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Today's Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my strong interest in the Human Resources Intern position at [Company Name], as advertised. With a passion for both the fashion industry and HR practices, I am excited about the opportunity to contribute to your dynamic team and gain valuable experience in this field. As a recent graduate with a Bachelor's degree in Human Resource Management and a keen eye for fashion trends, I believe I bring a unique blend of skills and enthusiasm to the role. Throughout my academic journey, I have acquired a solid foundation in HR fundamentals, including recruitment, employee relations, and organizational development. I am eager to apply this knowledge in a practical setting and contribute to the success of [Company Name].

Moreover, my internship experience at [Previous Company] allowed me to develop strong interpersonal and communication skills, crucial for fostering positive relationships with colleagues and ensuring a harmonious work environment. I am confident that my ability to adapt quickly, attention to detail, and dedication to delivering results align perfectly with the demands of a fast-paced fashion company like yours.

I am particularly drawn to [Company Name] because of its innovative approach to fashion and its reputation for valuing employee growth and development. I am excited about the prospect of working alongside professionals who share my passion and can provide mentorship to help me flourish in this role.

Thank you for considering my application. I am enthusiastic about the opportunity to contribute to [Company Name]'s continued success and growth in the fashion industry. Enclosed is my resume for your review, and I would welcome the chance to discuss how my skills and background align with your company's needs in more detail.

Sincerely,  
[Your Name]

Your professional resume (Your LinkedIn profile linked in the CV)  
Example



## Lucas Tanner

### Data Analyst Intern

#### Contact Details

📞 (777) 777-777

✉️ l.tanner@email.com

📍 San Francisco, CA, willing to relocate

🌐 LinkedIn

#### Core Skills

- SQL Coding
- Data Processing & Analysis
- Procedure Innovation
- Report Writing
- Multi-stage Proposals
- Workflow Analysis

## Professional Profile

Highly capable Data Analyst Intern currently studying for a bachelor's degree in Computer Science. Experienced data processing agent with proven skill in large set evaluation and procedure innovation. IBM-Certified Database Associate adept at identifying inefficiencies and producing conclusive reports.

## Education

- **Bachelor of Science in Computer Science (Current)** | University of California | Sep 2019 - Jun 2023 | Current GPA: 4.0 | Computer Science Major, Business Information Minor  
Modules: Artificial Intelligence, Business Analytics, Data Mining, Database Principles, Algorithms, Data Science Application, Modular Synthesis  
- Founder of the Future Data Society
- **Certified Database Associate** | IBM | Feb 2022
- **High School Diploma** | Bristol High School | Sep 2015 - Jun 2019 | 3.9 GPA

## Career Summary

**Jun 2022 - Present**

**Fife Inc., San Francisco, CA**  
**Data Analyst Intern**

#### Outline

Completing a summer internship at leading financial services company, Fife, assisting with the development and implementation of data capture systems.

#### Key Responsibilities

- Generate queries, create spreadsheets, and monitor tracking tools
- Manage small projects and special assignments within an intern team
- Document current data generation, flows, uses, and needs
- Process data, conduct preliminary analysis, and present findings
- Identify procedural inefficiencies and develop or source software to automate and improve workflows
- Write SQL, manage data cloud software, and develop dashboards in Tableau and Google Data Studio
- Shadow senior analysts and contribute to project proposals
- Complete general administrative and data entry assignments

#### Key Achievements

- Proposed a new, single-stage data entry technique which increased data processing procedures by 14%.
- Wrote and tested SQL code for cloud monitoring which was implemented into the projects' final proposal.

**May 2019 - Sep 2019**

**Citigroup, Chicago, IL**  
**Data Entry Assistant**

#### Outline

Worked at a local branch of US banking group, Citigroup, inputting and processing client information and cashflow data into company databases.

## Additional

#### Software

SQL, Python, Google Data Studio, Tableau, AWS, MS Office, Google Cloud

**C/ Tips and tricks**

Remember to add page numbers in the report and table of contents

Discuss attributes of the leadership styles you apply with research and references

Access RMIT CV 360

[https://rmit.careercentre.me/resources/taskmanager/default.aspx?programmes=true&programmeID=C  
a8u%2b18qzRSoF%2fZ5cmNyfg%3d%3d](https://rmit.careercentre.me/resources/taskmanager/default.aspx?programmes=true&programmeID=C<br/>a8u%2b18qzRSoF%2fZ5cmNyfg%3d%3d)

