

Strengths & Weaknesses



Job Application

Main Content

01

Strengths

Your expertise

02

Weaknesses

Your drawbacks & your solutions

STRENGTHS





Traits/ Qualities

Personalities,
characteristics

Strengths



Soft skills

Communication, management skills, etc.



Hard skills

Technical and job-specific skills

Strengths

Common questions:

- What is your greatest strength?
- Why should we hire you?
- Describe yourself in three words.
- Why do you think you are qualified for this position?

Traits/ Qualities

Personalities, characteristics

Hard skills

Technical and job-specific skills

Soft skills

Communication, management skills,
etc.

Strengths

What qualities/ skills make a professional:

- automation tester/ Java developer?
 - business analyst?
 - team leader/ project manager?

Traits/ Qualities

Personalities, characteristics

Hard skills

Technical and job-specific skills

Soft skills

Communication, management skills,
etc.

Strengths

Put the following groups of words into the correct categories:

A

Traits/ Qualities

B

Soft Skills

C

Hard Skills

Teamwork

Programming skills

Social

Communication

Foreign language skills

Flexible

Problem-solving

Computer skills

Responsible

01

02

03

Strengths

Traits/ Qualities

Social
Flexible
Practical
Diligent
Responsible
Curious
Persuasive
Detail-oriented
Resourceful
Decisive

Soft Skills

Teamwork
Communication
Problem-solving
Time-management
Adaptability
Creativity
Leadership

...

Hard Skills

Programming skills
(Python, Java, C++ , etc.)
Foreign language skills
Computer skills
Math skills
Writing skills
...

Traits/ Qualities

Ambitious	Visionary
Social	Team-player, Team-oriented
Flexible	Versatile
Open-minded	Receptive, See a situation from multiple perspectives Strategic,
Logical	Rational, Sensible
Diligent	Hard-working
Responsible	Reliable, Trustworthy
Curious	Inquisitive, Eager/Willing to learn
Persuasive	Convincing
Detail-oriented	Meticulous, Conscientious, Thorough, Deliver a high level of frequency
Honest	Genuine, Sincere
Dedicated	Devoted
Determined	Tenacious, Resilient, Persistent, Never give up
Resourceful	Imaginative, Creative, Enterprising
Dynamic	Enthusiastic, Energetic, Lively, Charismatic

Strengths

- I am/ I can be /I have always been / I tend to be ...
- I am confident that I am a ... person/employee/worker.
- I am good at ...
- My greatest strength is ...
- I am confident in ...
- I am proficient in ...
- One of my strengths is ...

“

I'm a thorough person. When I'm on a project, I keep track of the details. This helps me understand the tasks and meet the deadlines easily. I've always been a team player as well. I worked well with other programmers and IT professionals to create mobile apps and computer software for both business and consumer use.

I am proficient in Java, C++, JavaScript, C#, Ruby and Python. Of these programming languages, I feel most comfortable working with Java, C# and C++. I used to work mainly with Java to create applications that worked across multiple platforms. I also used C++ to develop a new operating system that worked with the applications I engineered. Using C#, I was able to improve my productivity when developing web-based apps and software.



Entry Level Web Developer

Business Information Systems ★★★★☆ 15 reviews

Piney Flats, TN 37686

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Independent. Innovative. Growing. These are the words that not only define our company, but also our team. Our employees share a commitment to teamwork and are dedicated to our continued growth and success. BIS is looking for talented individuals who thrive in a dynamic, growth-oriented environment. Join our team of skilled and passionate people just like you.

As a Entry Level Web Developer for BIS

You will:

Develop, test, implement, and maintain web applications

Diagnose and resolve reported problems and issues

Look for and make recommendations to improve applications and processes

Participate in daily standups and team meetings

You should have:

Graduate level knowledge of HTML, CSS, SQL, and PHP or JavaScript

A strong work ethic and a willingness to learn

Good critical thinking and problem solving skills

Excellent written and verbal communication skills

The ability to set goals and meet deadlines

What should an interviewee say about his/her strengths to apply for this role?

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Example:

Requirement: Graduate level knowledge of HTML, CSS, ...

--> **HARD SKILLS**

--> You should show:

- how you learned this at an academy/institution, etc.

- whether you did any projects relating to this knowledge

- whether you had any achievements (competitions, etc.) using these skills

WEAKNESSES



Q: "What is your weakness?"

Which is the best answer for the above question?

- A I don't have any weaknesses.
- B My weakness is that sometimes it's hard for me to say "no" to people.
This caused me to be overwhelmed with lots of work.
- C My weakness is that sometimes it's hard for me to say "no" to people.
This caused me to be overwhelmed with lots of work. Therefore, I've started learning to manage projects so I know how much work I have at any given moment and know whether or not I have time to take on more tasks.

Q: "What is your weakness?"

Which is the best answer for the above question?

- A I don't have any weaknesses.
- B My weakness is that sometimes it's hard for me to say "no" to people.
This caused me to be overwhelmed with lots of work.
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Weaknesses

SHOULD BE

Genuine

Relevant & Appropriate

Fixable

BUT NOT

Traits / Qualities

Your personalities or characteristics

=

This is who I am
and it is hard for me to change.

A strength in disguise

"perfectionism is my greatest weakness"

= cliché

Weakness

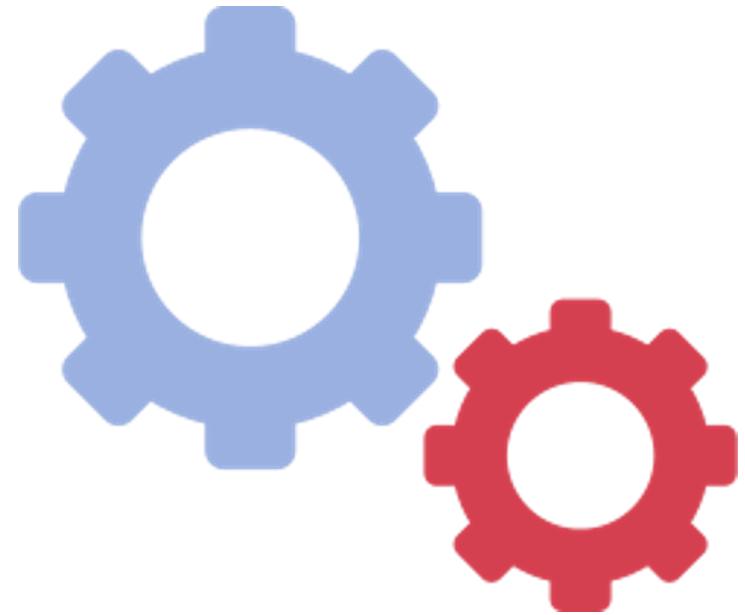
Your weakness should be related to your personal issues occurring in a **specific situation**, which you **attempted to improve** and had **positive outcomes**.

In [a specific situation], I tended to [your weaknesses] and this caused me [the consequences].

Therefore, I've learned to improve myself by [your solutions].

This has resulted in [your successful results].

Weaknesses



- My greatest weakness is that ...
- I've been working on.../ I've been trying to improve my .../ I would like to improve my (noun)/ I could use more experience in (noun)
- I'm not familiar with (noun)/ I sometimes struggle with (noun)/ I have trouble / I have a hard time / I have been uncomfortable (doing something)/ It can be difficult for me to (do something)

Solutions

- I've been striving to improve in this area by ...
- To help myself improve in this area, I plan to ...
- To avoid this/ To combat this, I've started ...
- It is a goal of mine to ...



“

Weakness

When I first started my job in X company, I was in charge of new projects, but I usually missed the deadlines which I set for myself. The reason was due to my lack of experience, I tended to underestimate the important details in my tasks and set impossible deadlines.

Solutions

Therefore, after receiving feedbacks from my manager and contemplating on myself, I've learned to improve myself by three simple methods. Firstly, I consulted with my colleagues who have the same responsibilities to see how much time do they need for each task. Secondly, I listed every tasks to understand what I should prioritize. Finally, I updated my working process with my manager regularly and share my difficulties in doing my work.

Results

After 6 months, I was assessed more positively by manager in terms of on-time performance (from Average to Excellent).



Weakness

POTENTIAL PROBLEMS

- Pay too much attention to details
- Public speaking/Present to large groups
- Lack of confidence
- Procrastinating
- Difficult to work in a team
- English speaking skill
- Programming languages

SOLUTIONS

- Look at/Refocus on the big picture
- Reach out to managers
- Push myself to voice my ideas and opinions
- Set priorities/ Keep to your schedule/ Practice Pomodoro technique
- Practice active listening
- Spend more time on listening and learning vocabulary
- Doing more research into ... / Consult trainers or classmates



ROLE PLAY:

Interview

The interview should be 1 - 2 minutes.

Each pair will have:

- 01 interviewer: asks about strengths/weaknesses
- 01 interviewee: answers the questions

SAMPLE

- Interviewee: Good morning! Nice to meet you! Thank you so much for giving me this opportunity to take part in this interview.
- Interviewer: Hi! Pleasure to meet you, too! Shall we start now?
- Interviewee: Yes, I'm ready.
- Interviewer: Alright. Can you tell me about your strengths?
- Interviewee: I'm a thorough person. When I'm on a project, I pay great attention to details. This helps me understand the tasks and meet the deadlines easily. I also can solve problems efficiently. I am able to see one situation from many perspectives, which allows me to complete my work under pressure.
- Interviewer: Great. Then what is your greatest weaknesses?
- Interviewee: I've always been a procrastinator. I used to put things off to the last minute which created stress for everyone else. Then I started creating daily schedules and deadlines for each task. This helped me a lot in improving my workflow and mindset.

Remember to

- 01 Focus on strengths you have that are required for the job.
- 02 Show that you can always learn and improve.
- 03 Avoid saying "I don't know" or "I don't have any weaknesses".
- 04 Be simple and concise.