



Urban Internship Program



Identifying your Key Strengths

Employers look for a few key strengths and traits. These are essential to succeed in the work place. You can learn, cultivate and develop these skills. For every job posting identify the main qualities that the employer is looking. Once you have identified these strengths then assess your link with them. Make sure you provide concrete examples of how these skills relate to you. Highlight them in your resume, cover letter and interview answers.

Some of the most sought after strengths by employers are

- Communications Skills
- Analytical/Research Skills:
- Computer/Technical Literacy
- Flexibility/Adaptability/Managing Multiple Priorities
- Interpersonal Abilities
- Leadership/Management Skills
- Sensitivity/Awareness
- Planning/Organizing
- Problem-Solving/Reasoning/Creativity
- Teamwork

Provide examples of the strengths that are most important for your position.

Personal values are of equal importance. These are personality traits and personal characteristics that define your work ethics.

Look for ways to weave examples of these characteristics into your résumé, cover letters, and answers to interview questions. Some of the most sought after personal characteristics are as follows:

- Adaptability/Flexibility
- Dedication/Hard-Working/Work Ethic/Tenacity:
- Dependability/Reliability/Responsibility:
- Loyalty:
- Positive Attitude/Motivation/Energy/Passion.
- Professionalism:
- Self-Confidence:
- Self-Motivated/Ability to Work With Little or No Supervision:
- Willingness to Learn



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Action Verb List for Resume/Cover Letter.

These are a list of action verbs that can be used in your resume, coverletter and your interview.

Communication	Initiative	Leadership	Result	Organization
<ul style="list-style-type: none"> Advertised Called Circulated Coached Communicated Conferred Corresponded Discussed Displayed Distributed Edited Emphasized Familiarized Informed Instructed Interested Lectured Oriented Presented Promoted Publicized Recommended Redirected Represented Referred Related Showed Translated Transmitted Tutored Wrote 	<ul style="list-style-type: none"> Attended Automated Collected Compiled Considered Contemplated Contracted Delivered Discharged Engaged Engineered Established Examined Expedited Founded Handled Implemented Increased Inventoried Maintained Monitored Moved Operated Packaged Participated Performed Processed Provided Received Recruited Reviewed Shipped Solicited Sorted Staffed Submitted 	<ul style="list-style-type: none"> Administered Allocated Appointed Approved Assigned Authorized Awarded Conducted Controlled Delegated Designated Discharged Enforced Executed Governed Hired Led Managed Oversaw Presided Recommended Regulated Required Selected Settled Settled Signed Specified Sponsored Supervised 	<ul style="list-style-type: none"> Accomplished Accounted Achieved Advanced Altered Answered Attained Attracted Awarded Benefited Built Changed Combined Completed Constructed Dismantled Earned Eliminated Expanded Finished Generated Identified Improved Manufacture Marketed Obtained Predicted Prevented Produced Profited Reduced Repaired Solved Tested Upgraded 	<ul style="list-style-type: none"> Arranged Analyzed Budgeted Calculated Coordinated Induced Reorganized Inspected Instituted Insured Interviewed Planned Prepared Recorded Reported Scheduled Supplied Systematized Trained Utilized Verified

Source: Desautels Faculty of Management's Career Services: Guide to Writing a Resume