

Understand your strengths and weaknesses.

Based on the type of role you are looking for, use the appropriate headings below or a combination, and the words listed underneath them to find suitable description words for your CV. Simply put your cursor over the word you have chosen and use the Thesaurus under Tools in Word to help you find other suitable words that describe your style. This can be especially useful when writing your profile.

Outgoing	Determined	Diagnostic	Sociable
Animated	Adventurous	Analytical	Adaptable
Playful	Persuasive	Persistent	Peaceful
Sociable	Strong-willed	Self-Sacrificing	Submissive
Convincing	Competitive	Considerate	Controlled
Refreshing	Resourceful	Respectful	Reserved
Spirited	Self-reliant	Sensitive	Satisfied
Promoter	Positive	Planner	Patient
Spontaneous	Sure	Scheduled	Shy
Optimistic	Outspoken	Orderly	Obliging
Funny	Forceful	Faithful	Friendly
Delightful	Daring	Detailed	Diplomatic
Cheerful	Confident	Cultured	Consistent
Inspiring	Independent	Idealistic	Inoffensive
Demonstrative	Decisive	Deep	Dry Humour
Mixes easily	Mover	Methodical	Mediator
Talker	Tenacious	Thoughtful	Tolerant
Lively	Leader	Loyal	Listener
Sharp	Superior	Sketcher	Satisfied
Positive	Productive	Perfectionist	Popular
Bouncy	Bold	Behaved	Balanced



This tool can also help you when you are trying to find words to describe your strengths or weaknesses. Use the lists below to understand what weaknesses are associated to your strengths and understand how others could perceive you.

Outgoing	Determined	Diagnostic	Sociable
Brassy	Bossy	Bashful	Blank
Undisciplined	Unsympathetic	Unforgiving	Unenthusiastic
Repetitious	Resistant	Resentful	Reluctant
Forgetful	Too frank	Fussy	Fearful
Interrupts	Impatient	Insecure	Indecisive
Unpredictable	Unaffectionate	Unpopular	Uninvolved
Haphazard	Headstrong	Hard to please	Hesitant
Pragmatic	Proud	Plain	Pessimistic
Angers easily	Argumentative	Alienated	Aimless
Nonchalant	Nervy	Negative attitude	Naïve
Wants credit	Workaholic	Withdrawn	Worrier
Talkative	Tactless	Too sensitive	Timid
Disorganised	Domineering	Depressed	Doubtful
Inconsistent	Intolerant	Introvert	Indifferent
Messy	Manipulative	Moody	Mumbles
Show-off	Stubborn	Sceptical	Slow
Loud	Lord over others	Loner	Lazy
Scatterbrain	Short-tempered	Suspicious	Sluggish
Restless	Rash	Revengeful	Reluctant
Changeable	Crafty	Critical	Compromising

All you need to be able to demonstrate is what you do to ensure you maintain a good balance and what you do to ensure the weakness do not effect others.



For example if you are really determined, you will be good at driving things forward and obtaining the end result. As you can imagine this may have it's drawbacks too, for example people may perceive you as being, demanding and insensitive to their own objectives.

So in an interview situation what is important is not choosing appropriate weaknesses (or development areas as they are now called) like calling yourself a perfectionist, because you feel this is the least revealing or damaging. And I do think everyone has used this one to death now so it is really not the best example to use even if this is your weakness. It is more about recognising your impact on others or what holds you back in achieving things, and being able to demonstrate what you are doing about it.

For example when someone tells me 'my weakness is that I am a perfectionist', I think about how is that going to impact him or her in the job I am interviewing them for. If it is a busy role, it may prevent them from getting tasks done quickly, hitting deadlines, being able to work with limited information, etc. because they will be too busy getting small detail absolutely right. So I need to know what they do to stop that from happening. I would need to know the individual has recognised what impact that has on their work, and how they manage that on a day-to-day basis and I would probably want a detailed example of how that works.

Take time to think about what type of job it is, and how they will need that person to be. If you are an Artworker you will need to be a perfectionist, but you will also need to hit deadlines. How do you make sure the important, noticeable bits are done in time and at what point do you stop and move on to the next task in hand.

Also think about the culture or the values of that company and how your strengths or weaknesses will fit in to that environment. You can often find information about a companies culture on their website. If not don't be afraid to call them and ask.

