

Identify Your Strengths

What do you do really well? What stands out about you? Managers hire people based on what they can offer the organization, so it's important for you to know your strengths. It's also important to know where you can improve. Learning new skills and expanding your knowledge helps you add to your list of strengths and grow as a person, both of which can help you advance your career.

Your strengths can include your skills, experiences, talents, and personal characteristics. For example, your list of strengths might look like this:

- Intelligent
- Innovative
- Learn new tasks quickly
- Good analytical skills
- Great sense of humor
- Like to work under deadline pressure
- Have solid knowledge of all areas of accounting
- Have five years of experience as an accounting officer in (your industry)
- Have working knowledge of multiple office and accounting software programs
- Have worked in many parts of (your industry) – have broad understanding of the business

Now, take the next step in developing your career plan: [Setting Goals](#)