

## Incorporating StrengthsQuest Themes into Your Resume

Use the reports from StrengthsQuest that outline your top 5 strengths to help identify knowledge, skills, and accomplishments that you want prospective employers to know about you. With this information, you can identify experiences from previous jobs and involvement in community and non-profit activities to demonstrate relevant information and abilities that you will bring to the employer.

There are several different reports that can be downloaded from your StrengthsQuest account. There is a simplified version of the report, *Your Signature Themes*, that provides information about your top 5 strengths.

The *Strengths Insight Report* is a personalized report on your top 5 strengths. The personalized version of the report provides a one- or two-sentence definition of the theme and an in-depth description of how you utilize that particular strength.

The *Strengths Insight and Action-Planning Guide* incorporates the information from the previous two reports and adds a section for actions within the top 5 strengths and questions for you to answer that help you identify ways to apply your strengths.

The final section is an achievements sections, providing real-life examples of how others with those same strengths have used them to positively leverage their careers. This section also includes steps that you can use to leverage your talents to enhance your career and relationships.

Incorporating your strengths into your resume will demonstrate to prospective employers concrete examples of achievements and abilities relevant to the position. This resume example incorporates information about Strengths using examples rather than words from the assessment.

### Create Your Strengths Resume

- 1) Identify your accomplishments and experiences
- 2) Match those to your Strengths
- 3) Highlight your talents, skills, and achievements rather than the task

*The colors in this example are used to identify the strengths based on StrengthsQuest definitions. It is not recommended that you use color in the text of your resume.*

## Grace Strongseeker

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### EDUCATION

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**B.S., Chemistry**, Texas Tech University **Expected May 2020**  
Minors: Math, Chemical Engineering, Latin  
CGPA: 3.32    Chemistry GPA: 4.0    Math GPA 3.8    Chemical Engineering GPA: 3.6

### RELEVANT EXPERIENCE

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**Texas Tech University**, Lubbock, Texas **August 2018 – May 2019**  
**Community Advisor, Knapp Hall**

- Initiated programming in collaboration with other community advisors that increased residents' participation and provided students with relevant information.
- Used active listening techniques to elicit information and identify areas of agreement within the residence hall.
- Interacted with residential hall staff, advisors, professors, and students to build relationships and improve communication across departments.

**Texas Tech University**, Lubbock, Texas **August 2016 – May 2017**  
**Undergraduate Researcher, Chemistry Department**

- Collected and analyzed data, using scientific protocols to effectively produce consistent results that could be replicated by other researchers.
- Evaluated results of experiments to formulate theories and move scientific knowledge forward.
- Incorporated group discussion meetings as safe environment to ask research questions and develop strategic goals.

### ORGANIZATION MEMBERSHIP AND LEADERSHIP

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Member, American Institute of Chemical Engineers

Member, American Association of Teachers of Latin

President, XYZ Society, Texas Tech University

- Improved membership numbers by 50% through diverse events that highlighted mutual support and intellectual pursuits across campus departments.
- Oversaw budgets to ensure consensus among membership and built strong relationships that improved society's reputation within university community.
- Streamlined communication efforts and developed step-by-step procedures for all officers to ensure organization met university and members' goals.

### SKILLS

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Productive ▪ Communicate Effectively ▪ Focused Problem Resolution ▪ Naturally Inquisitive  
Practical ▪ Mediate Confrontation to Achieve Agreement

Maximizer	Relator	Intellection	Input	Harmony
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