

Interviewing Skills: Strengths and Weaknesses

Try to tailor your responses to your specific job or task.

Create an honest list of what you think are your strengths or weaknesses and then pinpoint a couple you can remember. Practice your responses so that they sound natural and you are prepared for the question.

First, for a weakness many believe the trick is to talk about your weaknesses so that they can also appear to be a strength.

Weaknesses that can also be strengths:

You are a hard worker and sometimes work too hard
You are a perfectionist and want everything to be done right the first time
You are too helpful

Strengths:

Your communication skills- you communicate well with others
You are a people person
You are a quick learner
You are always punctual
You are a team player
You are a critical thinker

Here is more for strengths:

One of my biggest strengths is my communication skills. I work very well with all kinds of people, and understand that everyone has different perspectives about projects and work tasks - so when I work with others I realize that everyone comes to the table with different priorities and objectives. I keep this in mind when I communicate tasks that need to be accomplished with positive reinforcement and awareness of what others are working on.

A positive attitude will not differentiate you from the crowd. A good attitude is expected of every employee. Also you should back up what you say with an example. For example, don't just say you have good **customer service** skills prove it by also telling them how you won a company award or received positive customer comment letters for your good service.

My strength is my flexibility to handle change. As customer service manager at my last job, I was able to turn around a negative working environment and develop a very supportive team.

Hard worker
Punctual
Determined
Able to prioritize
Believe in myself; self-confidence
I have the ability to cope with failures and try to learn from my mistakes.
I like to work in team and have been an active participant and organizer at several places.
One of my greatest strengths I've acquired during my education is good analytical and planning skills. This has always benefited me to set goals and try to achieve them. But at the same time, I'm driven by the thoughts

of success.

Full commitment to my work

Highly energetic

Love to learn new things.

Having good interpersonal skills

Well organized and like to be neat with all of my work

A good helper towards those who need it

I am a team player and work well with others.

I have great communication skills.

I am a quick learner. I have great problem-solving skills and am willing to learn new things to get the job done.

Focus on your strengths, but have an answer regarding a challenge you have met and overcome... Weaknesses do not exist, just challenges and solutions...

Think of any trait or skill you have that pertains to the job you are applying for. Think of instances when you have shown a lot of skill in that area.

More examples of weaknesses:

You should answer with things you "are improving upon," e.g., "I believe I should always be improving upon myself, good or bad." You are answering the dreaded question without looking like an egotistical maniac, and showing the interviewer that you see yourself as a work in progress, trying to better all of your qualities.

For your weakness, just pick one that is not going to disqualify you from the job, and then follow up with - this is what really matters - the examples of what you are doing (or have done) to fix your weakness. The most important point here is to show that you learn from your mistakes and your weakness, and you are taking the corrective action to fix the situation - and stress that! For example, if the job does not require public speaking, you can say that your weakness is you are afraid of speaking in front of the public. Then tell the interviewers that you have joined a Toastmaster club or public speech course to overcome the problem. Remind them that when you identify a problem, you actively take actions to correct it, and that is how you do things.

Don't try to use a cliché or try to present a strength as a weakness by saying your weakness is that you are a workaholic. No one will believe that answer. Being too emotional will make the recruiter wonder if your interpersonal skills are lacking. Give a true weakness but one of modest size. Shows that you have taken steps to correct the weakness. For example you want to improve your MS Excel skills so you are taking a course on that now.

I used to have trouble with procrastinating, now I have learned to write down a list of things that I need to do, and keep a calendar to keep track of deadlines. I have found that this not only helps me to finish things on time, but it has also helped me to be more organized.

For my weakness, I always say that some people say I'm over-friendly. You can't go wrong with that one. Usually, the person interviewing is like "Oh, that's not a bad thing at all."

I lose patience sometimes when I am not in a position to complete the assigned job in time.

I have to work on having more patience and giving myself a break, because I always want everything done at once.

Tend to go to any limits while helping my friends.

I am too focused on my work and I need to find more time to relax.

I'm too focused on work and need to develop some after-hours hobbies.

Never actually choose something that will be seen as a liability. Try to think of a weakness that can actually be seen in some sort of positive light.

Examples of combination strengths and weaknesses:

I'm a workaholic person and love to dedicate myself to the work I'm doing. But at the same time I forget to keep a balance between other things which I'm trying to improve on.

Take whatever is your best quality and also describe it as your worst. It often is, as we are all made up like two sides of a coin. Try it out with different qualities and accomplishments and see how it works. For example: The best thing about me is that I am able to see the big picture in a situation. The worst thing about me is that I can see the big picture in a situation. This is the best thing because I can remove myself from the emotion of a decision that needs to be made and act accordingly. It is a bad thing because I often can see the conclusion quicker than the other participants in a project and that can cause frustration sometimes amongst them.

My strength is my flexibility to handle change. As a software developer at my last job, I was able to turn around a negative working environment and develop a very supportive team. Always turn weakness into a positive. If you lack experience or skills for example state this but also state that you are willing to learn, or that it is an area which you would like to improve on.

Example 1: "I do not have much experience with customer **service**, but I would like to gain experience in this area. I get along well with people, I am able to listen and am a good communicator so I feel that I would get on well in a customer based environment."

Example 2: "I am not too experienced with **computers**, but I am always willing to learn new skills. I have used computers a little in the past and this is one area which I would like to improve on. I am usually very quick at picking up new skills especially when it is something that I need to learn."