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**SWOT Analysis Worksheet**

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| **Strengths**  What do you do well?  What unique resources can you draw on?  What do others see as your strengths? | **Weaknesses**  What could you improve?  Where do you have fewer resources than others?  What are others likely to see as weaknesses? |
| 1. I communicate clearly and efficiently. I have gained the skill of communicating important information clearly to my group members which can be seen in my evaluations in my Human Resources courses. 2. I am open minded. I am willing to try new things to gain more information and knowledge that will benefit me. I have demonstrated this in my professional development class when preforming odd and uncomfortable ice breakers. 3. I have exceptional time management. I have demonstrated my effective use of time management throughout college by being a part of division one field hockey and maintaining a spot on the director’s honor roll for every single semester for a grade point average above a 3.0. | 1. I am very competitive. I am always striving to out beat the competitor and sometimes this causes conflicts. 2. I am not as strong of a public speaker as some of my peers. I can present information clearly, but often struggle to engage an audience. This can make me seem as though I am not passionate about the subject I am speaking about. 3. I have a set schedule that I stick to carefully. I will map out specifically what is to be done for the day, when anything gets changed abruptly that then will cause unwanted stress. |
| **Opportunities**  What opportunities are open to you?  What trends could you take advantage of?  Can you turn your strengths into opportunities? | **Threats**  What threats could harm you?  What is your competition doing?  What threats do your weaknesses expose you to? |
| 1. I am involved in a huge networking system because of being a part of Temple Athletics. I have met many people through my coaches and Alumni that have helped me set up interviews and valuable relationships in the business world. 2. I occasionally work for Tri-Star over winter and summer break. This allows me to go out and experience different fields of work in many different industries. This gives me new perspectives about all different types of industries. 3. I have worked in groups where I have taken on leadership roles, which has allowed me to practice motivating group members. | 1. Many of my competitors have participated in multiple internships over summer breaks. I, in the past, have been unable to have internships because of my demanding field hockey schedule. 2. Students who are heavily involved in student organizations and their community have an advantage over me. 3. When applying for Human Resource jobs, inexperienced college graduates are the least in demand for higher positions. This means finding a job right out of college could be a difficult and frustrating challenge. |

Source: MindTools. (n.d.). Personal SWOT Analysis – Making the Most of Your Talents and Opportunities. Retrieved from: http://www.mindtools.com