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**Section:** 013

**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 take clear and organized notes for messages and instructions that are easy for others to read. 2. My organizational skills are an asset in the office I work in at Temple University. It often makes my co-worker’s job easier because they know where every file with my help. | 1. I need to put more effort in the projects I do for school and for work. Sometimes just passing is not enough. 2. It is difficult for me to stay on task like others. I am forgetful of what I have to accomplish. 3. I am reserved and quiet. I am not the person that initiates a conversation, and this makes it hard to make connections for job opportunity. |
| **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. At my internship, I am shadowing an economist. I am gaining experience in analysis reporting. 2. I was promoted in the Delhi I work at. | 1. The majority of my classmates have better communication skills than me. 2. My peers are grabbing the attention of the recruiters. They are gaining experience through their current internship. 3. If I do not speak up and put myself out there, the opportunities that I qualify for could disappear. |

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