



**GLOBAL
EXPERIENCES**
GET AN EDGE IN LIFE



Strengths-based Cover Letters and Resumes

“I used my strength of **Achiever** to encourage myself to speak up at the wedding show – Even though I am shy naturally, I need to know how to do this in order to be successful in my own line in the future. Realized it is the perfect environment to practice approaching people – always someone to talk to at a show! I also used my Strength of **Strategic** thinking ‘how will I grab her attention?’ when there are so many stallholders. I have also used this strength in thinking of new ways for marketing techniques and Facebook posts. It’s been a nice challenge.” - **Rachel, interning at a Wedding Dress Designer**

Activator: I excel in turning thoughts into action and am often the team member who takes the initiative to implement ideas and get the ball rolling on projects. For example, in my position as President of the Programming Committee at Bradley University, I am responsible for calling all the vendors and booking the event venues once a decision has been at a meeting.

Adaptability: In my position with Global Experiences, I have developed skills in customer service and program management. I was recently promoted to a new position. I am a flexible person by nature and my supervisors have mentioned that my transition was seamless and I was able to adjust to my new role and new challenges with ease and success. I handle change well and enjoy adapting to the demands of new situations.

Adaptability: I am a flexible person by nature and can adapt quickly to new work environments. This helps me to adjust to each condition and client accordingly in order to satisfy his or her wants and needs. Over my Interior Design Study Abroad in Europe we were exposed to many circumstances that were out of our normal regime. In Romania, the life style was very different and the language barrier was challenging. However I was able to adjust to the situation and work with the students of Bucharest and gain valuable skills from the experience.

Adaptability: Previously on a mission trip to Guatemala, I had to adjust not only to language barriers but also a different way of life and became a mentor to those in our group who struggled with these changes. I am confident that I will be able to acclimate to your workplace with minimal training and accommodate various organizational demands within your company.

Context: I am a fast learner, and learn quickly from my mistakes in order to succeed the most in my future projects. My projects over the past years have progressively gotten better each time because I always take into account the faults that I made from the previous assignments. This skill also helps me in my current job in customer service because I’m able to remember past experiences and use what I learned to enhance current and future conditions to satisfy customers. This ability makes me a strong candidate because I am open to feedback and advice in order to improve as a designer.

“**Context** – helps me to keep my eye on the ball with regards to updating the system. Knowing the importance of the organizational side and how it fits into the daily plan helps to keep me motivated at work.” - **Jon, interning at an Executive Search Firm**

Deliberative: In regards to the coursework I have taken and my experiences abroad, I have been able to practice my hand drafting, work on AutoCAD, Sketchup, and Photoshop. I am a deliberative person, and excel in mitigating risks, double checking my work, and anticipating problems and challenges. This has helped me in my courses

because I evaluate all of my options when reviewing situations and then choose and develop the best solution to the design problem.

“I have used **Discipline** and **Competition** – in being the best I can be. To not disappoint people here, I do my best and push myself everyday – for example, I was given the responsibility of creating promotional posters for the events – I was the point person with graphic designer and it was a big deal to the company. I ensured the job was done on time, and done well.” - **Brittany, interning at an events company**

Discipline: I have learned that this field of work entails long hours and requires someone who is passionate and can finish tasks independently while managing themselves. For example, being dependable and efficient proved beneficial in my position as a banquet server at Embassy Suites because I was always tackling the next responsibility without my manager having to instruct me. Relieving my manager of this extra task made the workplace more harmonious.

Empathy: I am perceptive and good at understanding people and where they are coming from. I am able to anticipate their needs and respond accordingly. I oftentimes know just what to say or do to gain someone’s trust and put him or her at ease. In my former sales position with Vector Marketing, this came in handy because I understood the customer’s concerns and needs and could easily earn their confidence, which helped me consistently attain my monthly sales goals.

Empathy: My perceptiveness and ability to relate to others enabled me to anticipate the buyers’ needs and collaborate with them to select the perfect pieces for their stores. I also arranged and displayed the clothing lines in an aesthetically appealing manner.

“In taking on the community group by myself, I used **Harmony** and **Empathy** – ensuring that everyone is getting on. I was very deliberative with my words, making sure everyone is okay and coming to a compromise, and making them feel genuinely heard.” - **Amanda, interning at a Rehab residential care home**

Harmony: I bring harmony to my job by making sure everyone is on the same page on the day of the event and remaining calm even in a hectic situation. As a residential advisor, I am also very good at reducing conflict by helping people discover common ground and reach an agreement on any issues that arise, whether it is with guests or coworkers.

Ideation: I am a hard worker and I enjoy challenging myself to produce creative and effective pieces of writing. This creativity has served me well in my position as a reporter with *The Fyer* where I excelled in consistently finding fresh and interesting topics to write about.

Individualization: I believe that each person is unique and has different needs. I can recognize individual differences and accommodate them accordingly. This allows me to use my people skills to build strong teams and tailor my approaches with customers.

“I have **Input** –and I am very good at organizing information – for example, in managing the campaigns for the Twitter feeds, I was able to sift through large amount of information and make it relevant to other people.” - **Jennifer, interning at a video production studio**

Input: I have started an internship with a global sourcing firm that assists companies in finding factories in which to produce their merchandise in Latin America and China. I oversee our clients’ projects utilizing an

account management program while updating them on the progress of their orders. As I am very inquisitive and enjoy gathering information, I am a strong researcher as well, and I use this ability to find the ideal factory for each client's product.

"Two of my strengths are **Intellection** and **Analytical** – I have used these when problem solving; working on my own to find a solution. There are lots of challenges when working in a start-up and there isn't always someone with the time to help you. Trying to find the answer before asking someone else – figuring out what fits where. Being this analytical drives my curiosity and develops her knowledge and intellect." - **Nicee, interning at a start-up social enterprise**

"I am a **Learner** (this also connects to some of my other strengths, which include **Connectedness!**). I have been learning as much as I can to be prepared – both before I arrived and while I am here. I have been open-minded to learning new skills/observing other people. Learning the clients' stories helps me to see there are many different types of people." - **Chiantelle, interning at a Drug and Alcohol treatment drop-in**

Learner: I am looking forward to learning from your professionals. I enjoy the act of learning and bring a sense of enthusiasm to discovering new processes and procedures.

Positivity: I am a positive person and always have a smile on my face. In high school, I was the varsity tennis captain. Whenever the team would struggle, my teammates would turn to me because I always kept the positivity going. My positive energy reflected onto my teammates and this kept us strong and forced us to push through the best we could.

Responsibility: I am an honest and loyal person. People always trust me to complete.

"I use my strength of **Strategic** for the work I do on social media sites. Every time I write a new one post or blog, I go back to check the success of previous ones – and try different wordings to see what is most effective." - **Lucia, interning in the marketing department of a beauty company**

Strategic: I am a strategic thinker and skilled in finding the best possible routes to solve complicated scenarios. For example, in my position with...I was able to assist police officers by developing programs to prevent at-risk children from joining a life of crime.

Strategic: Currently I am interning for a nonprofit where we empower individuals and families to maintain long-term independence and achieve economic self-sufficiency. Through this internship I have enhanced my strategic thinking skills. For example, I am responsible for creating a strategic marketing plan to increase attendance at one of our programs.

Restorative, Learner, Arranger, Analytical:

My experience in the retail industry helped me develop a strong background in sales and customer service, molding me into an efficient and productive worker. I am a natural problem solver, who thrives in a communication-oriented work place. In any given day, it was my job to greet and assist shoppers, oversee a given department, and rework the inventory if needed. Yet one day I found myself in our storeroom, where my manager and a coffee distributor were distraught. The representative responsible for presenting a new coffee maker would not be able to work today. I told my manager that I would fix this issue; she had other things to worry about. As I began to build the display, I collaborated with my coworkers to arrange for floor coverage. I quickly familiarized myself with the state-of-the-art machine by utilizing its manual and some Internet sites with my cellular phone. I then proceeded to a high traffic area within our store and began to present the new product. This eagerness to

work hard stems from a yearning to learn, which has brought me to the top of my classes and onto the Dean's List for three consecutive semesters.

Example of a Strengths-focused Cover Letter:

Collette P.

Valparaiso, IN 46385

Dear Sir or Madam:

I am writing to express my interest in an internship with your company. With solid experience and education in event planning, hotel employment, and the hospitality industry, I feel I am prepared to become a valuable asset to your team. I love completing projects and executing fantastic events while making guests and co-workers comfortable working as a team.

I am results-driven, self-disciplined, and enjoy learning and working in the hospitality industry. I excel in turning thoughts into action and am often the team member who takes the initiative to implement ideas and get the ball rolling on projects. For example, with my experience as President of the Programming Committee at Bradley University, I am responsible for calling all the vendors and booking the event venues once a decision has been made during a meeting. Since I have been involved in banquets, customer service, planning and programming, and running events, I am knowledgeable in several areas within the field of hospitality. I would use these skills I have gained from these different experiences to assist your company in any ventures you may have.

I have learned that this field of work entails long hours and requires someone who is passionate and can finish tasks independently while managing themselves. For example, being dependable and efficient proved beneficial in my position as a banquet server at Embassy Suites because I was always tackling the next responsibility without my manager having to instruct me. Relieving my manager of this extra task made the workplace more harmonious. I bring harmony to my job by making sure everyone is on the same page on the event day and remaining calm even in a hectic situation. As a residential advisor, I am also very good at reducing conflict by helping people discover common ground and reach an agreement on any issues that arise, whether it is with guests or coworkers. I believe that each person is unique and has different needs. I can recognize individual differences and accommodate them accordingly. This allows me to use my people skills to build strong teams and tailor my approaches with customers. I work diligently to provide the best outcomes possible in all of my professional endeavors and I will continue to do the same for your company.

Thank you for your time and consideration. My Skype name is xxxxx and I would love to speak to you about this opportunity. I am confident I would bring a positive attitude and strong work ethic to the experience.

Sincerely,

Collette P.

