

Identify Your Three Words Worksheet

What specific traits, qualities, or skills would make you effective in a potential role? Follow these steps to help you select the best words for you and the next job.

Step One: Self-Assessment List. Write down all the positive adjectives you can think of that describe you, and how you display or embody them. Don't censor yourself. Ensure the words are not synonyms and that they characterize different aspects of your personality or skills. Rank column one by your level of confidence in the strength.

STRENGTHS

- _____
- _____
- _____
- _____
- _____

STRENGTHS RANKED

- _____
- _____
- _____
- _____
- _____

Step Two: Perceptions List. Generate a list of words you and others would use to describe you. Include people from different areas of your life including; those you served with, friends, family, former coworkers, and possibly someone you find challenging to get along with. Rank the words by those you heard most frequently and group synonyms.

PERCEPTIONS

- _____
- _____
- _____
- _____
- _____

PERCEPTIONS RANKED

- _____
- _____
- _____
- _____
- _____

Step Three: Overlap List. Review both lists and in order, place the words that are on both lists below. These are the attributes that you feel confident in and that others see you displaying.

- _____
- _____
- _____
- _____
- _____

Step Four: Job Attributes. Select a specific job description, research the company and determine what would make someone successful in the role. Make a list of those attributes, ordering them by relevance and desirability for the role.

- _____
- _____
- _____
- _____
- _____
- _____

Step Five: Choose. Compare the overlap list with the job attributes list and select the first three traits that are on both lists. Be sure that they highlight different positive aspects of your personality and compatibility for the role—if it seems as if there is too much overlap, keep comparing the lists until you’ve identified three distinct attributes.

YOUR THREE WORDS

1. _____
2. _____
3. _____

These words that you’ve chosen are your “three words,” and they are critical to conveying your strengths as a candidate. These are the words that you feel most connected to, that would represent you at your best in this new position, and they are the three qualities that you are going to make absolutely sure you project to the interviewer. Now use the CAR worksheet to determine the experiences that will best help you convey them to the interviewer.