

Talking About Strengths during an Interview

- When in an interview, be sure to bring your top 5 Strengths into the conversation. Your Strengths can demonstrate for potential employers your abilities to carry out the role they are interviewing you for well. But how does one talk about Strengths beyond the word? Below are some examples:
 - (Discipline) As I carry out any task or role, I find that I like to create a routine that helps promote my own effectiveness in the workplace setting. Once I have an established way of carrying out my job I can excel exceptionally well.
 - (Responsibility) I take ownership of anything I do in my role. It is important to me that I finish anything I start or am assigned to the very end.
 - (Input) Before I dive into action on a task or role, I like to assess the different components of what is at hand. I tend to research and ask questions to make sure that before I move forward I know as much as possible about what I am being asked to do.

Strengths Based Resumes and Cover Letters

- Integrating your top 5 themes from Strengths into your resume or cover letter does not mean you explicitly state them:
 - I am an Includer. I am a Maximizer. I have an Input strength.If you go about integrating our top 5 Strengths in this manner, potential employers will be confused as to what you are trying to convey. Instead when integrating your Strengths into your resume and/or cover letters formulate Strengths into bullet points, phrases, or sentences that convey their greatness in a manner that makes the most sense, such as:
 - Resume:
 - (Includer) Worked on various group projects, making sure that all members involved had a part and contributed to the overall goal
 - (Woo) Met with potential customers, welcoming them and established rapport quickly with them
 - Cover Letters:
 - (Includer) In contributing to the mission of (Company Name) when conducting the role of (Position Title), I would seek the input of all staff members involved to make sure they are able to contribute to the overall project.
 - (Woo) I can ensure that the best possible service is given to all customers through my ability to build quick rapport with people and connect with them.

Colin Winn

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EDUCATION

B.B.A. Management & Organizations

Emphasis: Human Resource Management

Minor: Human Relations; Certificate in Leadership Studies

The University of Iowa, Iowa City, IA

May 2016

A.A. Business Administration

Iowa Western Community College, Council Bluffs, IA

July 2014

RETAIL EXPERIENCE

Hy-Vee, Inc., Iowa City, IA

August 2014-Present

Current Position:

Starbucks Barista (Certified Barista)

- Connected with customers assisting with product information, order fulfillment, and merchandise selection
- Maintained the cleanliness and order of the coffee kiosk, monitoring product supply levels and health regulations on self-life of products
- Opened and closed kiosk properly through, obtaining and returning money till, setup and take down of espresso and brewing machines, and stocking and emptying of pastry case
- Managed the kiosk inventory of supplies for making and selling product, including drink containers, food supplies, and merchandise
- Delivered high standard of customer service on a daily basis to all customers who approached the kiosk

Training Programs:

- Completed Starbucks barista training program and was issued certification to operate kiosk independently

Von Maur, Iowa City, IA

June 2015-August 2015

Store Management Intern

- Provided excellent customer service through product knowledge and shopping assistance
- Maintained the department through cleaning, organizing, and stocking merchandise
- Assisted other sales associates with customer matters, stocking of merchandise, and organizing products

HONORS/ACTIVITIES

Campus Leaders Today, Career Leaders Tomorrow

April 2015-May 2016

The University of Iowa, Iowa City, IA

Empowerment Committee Chair

- Responsible for all social and fundraising event for the student organization
- Manages leadership positions within three different committees

Phi Sigma Pi National Honor Fraternity

February 2015-May 2016

The University of Iowa, Iowa City, IA

Strength Demonstrated:
Woo – connecting with customers rapidly can require winning others over quickly.

Strength Demonstrated:
Responsibility – setting up and closing down an entire business operation requires a lot of personal ownership of the tasks.

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November 1, 2016

Gabriel L’Arc
Director of Human Resources
L’Arc Human Resources
123 Sherm Circle
West Des Moines, IA 50266

Dear Mr. L’Arc:

I am writing to express interest in the Human Resources Generalist position posted on the L’Arc Human Resources website. I am excited to work for this company, as I have read reviews of the great services it has provided for the Des Moines, West Des Moines, and surrounding areas.

As my resume indicates, I am a recent graduate of the University of Iowa where I majored in management and organizations. The concentration I had with my major was that of human resources. I have found human resources fascinating since learning about the functions of it. **I have a strong desire to work with people, but in the manner of helping them develop to their fullest potentials as working individuals in their roles.**

I bring to this role as well a lot of customer service experience, which I know would serve me well in working with clients. I understand the importance the customers hold for continued business operations. Customers are both those who come into L’Arc and are served by L’Arc. **From my prior experiences with working with customers, I know I can build rapport quickly and connect well with people.**

My experiences and education have given a deeper understanding of human resources and customer service, both which make me a competitive candidate for the Human Resources Generalist position. I would welcome the opportunity to discuss this position in detail. Please feel to contact me should you need additional information. Thank you for reviewing my materials. I look forward to your response.

Sincerely,

Colin Winn

Colin Winn

Strength Demonstrated:
Woo – connecting with customers rapidly can require winning others over quickly.

Strength Demonstrated:
Developer – seeing the potential in others and having the desire to help grow continuously.