

Your own profile – interests, strengths and core values

Do you ask yourself how you can put together a strong application and prepare properly for a job interview? In both cases, it is important to highlight your specific **personal aptitude** in an **individual** way, outline your **interests** and show your **personality**. This is only possible, if you know yourself, and what makes you a good applicant. The better you know yourself, the better you can present yourself.

Your profile as the basis for a great application

Your profile also includes your **interests, strengths and core values**. Being aware of these it will get easier to decide whether you really want to apply for a specific job, to define the arguments in favour of you as an applicant and to specify your motivation. And maybe, you will discover new facets about yourself that you were not aware of and which could be advantageous.

Reflect on the past, the present and the future

Here are some questions that will help you to discover your interests, strengths and values. Think about the **past**, look at the **present** and write down any wishes you may have for your professional **future**. This might result in a variety of insights into your work-related or personal and social skills as well as preferences regarding the working environment. The document is not part of your application; it is only part of your preparation.

Be specific

To ensure that your application comes across as authentic and unique, it is not enough just to list your qualifications, skills or strengths. You need examples to proof it. Think about specific situations, content or tasks, and write down much too much initially, rather than too little. Who knows, you might be able to use it for other applications.

Invest some time – It is worth it!

It may seem like a huge task, but it is worthwhile compiling everything that is important and to reflect about yourself. Once you have started working, you can continue using the document to record developments in your career.

Interests

Reflective questions	Your notes
What do you particularly like doing?	
What subjects really interested / interest you?	
By what activities do you forget the time?	
What are the subjects you could loose yourself in?	
What tasks do you find satisfying and valuable?	
What issues are you highly committed to? What issues do you like to get involved in?	

Strengths and skills

Reflective questions	Your notes
Which tasks are easy for you? What do you do better than others do?	
For what did you receive positive feedback?	
In what kind of situations were you able to make an impact?	
What are you proud of?	
What skills and qualities have helped you produce good results?	
What challenges and problems have you already solved and which of your strengths helped you to do so?	

Values | Setting | Working environment

Reflective questions	Your notes
What experiences in the past have made you particularly happy?	
In what situations did you feel like you were 'in the right place'?	
In what environments did you feel comfortable?	
What important decisions have you already made and why?	
What special requirements, turning points or other unusual influences stand out in your CV? What did you learn from them?	
What is important to you when you think about your (future) career?	
What would an ideal workplace look like for you?	
Under what conditions do you produce your best work?	