

# Talk about past experiences & show self-awareness

When you think about your past work experiences, highlight experiences, skills and strengths that are most relevant to the job and be able to explain how you used your strengths to achieve great results. Filling in the following template can help you.

	Your work experience	Your main goals & responsibilities	Your biggest hits & how you achieved them with your strengths	Your biggest misses & what you learned from them
EXAMPLE	<i>Internship in IT Department</i>	<ul style="list-style-type: none"><li>• Technical support of IT system</li><li>• Based on feedback, plan and implement enhancements</li><li>• Roll-out of IT system to 3 new countries</li></ul>	<ul style="list-style-type: none"><li>• Successful rollouts &amp; presentation to leadership team</li><li>• Successful because of my strengths: <b>Sociable, Disciplined, Diplomatic</b> (elaborate here – have a look at <b>Activity 4</b> again!)</li></ul>	<ul style="list-style-type: none"><li>• I wasn't clear about my responsibilities for the roll-out in the country</li><li>• As a result, next time I would define roles and responsibilities already in the kick-off call</li></ul>
EXPERIENCE 1				
EXPERIENCE 2				
EXPERIENCE 3				

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