



## Personal SWOT Analysis Worksheet- Angelica Solis

- For instructions on using Personal SWOT Analysis, visit [www.mindtools.com/personalswot](http://www.mindtools.com/personalswot).

<b>Strengths</b> What do you do well? What unique resources can you draw on? What do others see as your strengths?	<b>Weaknesses</b> What could you improve? Where do you have fewer resources than others? What are others likely to see as weaknesses?
<ul style="list-style-type: none"> <li>❖ I am bilingual. I am fluent in both Spanish and English.</li> <li>❖ I am an Experienced worker.</li> <li>❖ Having a huge family support system allows me to have open availability in a workplace.</li> <li>❖ Others view my communication and people skills very valuable.</li> <li>❖ I am first aid and cpr certified</li> <li>❖ I am highly skilled on the computer.</li> </ul>	<ul style="list-style-type: none"> <li>❖ I can improve my confidence level in relation to management in a workplace.</li> <li>❖ I do not drive and those that drive have an advantage of reliable transportation.</li> <li>❖ I am very kind-hearted and rarely say no when it comes to work. I tend to over work myself, so time management is an area I'm working on.</li> </ul>
<b>Opportunities</b> What opportunities are open to you? What trends could you take advantage of? How can you turn your strengths into opportunities?	<b>Threats</b> What threats could harm you? What is your competition doing? What threats do your weaknesses expose you to?
<ul style="list-style-type: none"> <li>❖ Being bilingual increases the number to people I can network with.</li> <li>❖ Being bilingual allows me to teach others Spanish and to translate.</li> <li>❖ Opportunities of remote work such as translators or tech jobs including book keeping, virtual assistant, and billing.</li> </ul>	<ul style="list-style-type: none"> <li>❖ My competition might be learning more languages.</li> <li>❖ My competition has a great opportunity to reach jobs outside an area because they have their own reliable transportation.</li> <li>❖ My competition may have been more qualified to do certain jobs.</li> <li>❖ A person that is more confident and has higher education could harm me</li> <li>❖ A person that is younger with no responsibility and would take a minimum pay rate could also be my competition.</li> </ul>