

Top Strengths		Examples
1	Organized	<p>In my last internship, I was asked to manually organize paper work for the past year's real estate transactions, with little other direction.</p> <ul style="list-style-type: none"> • I was given two weeks to complete this, and all of the paper work was in approximately five boxes. • I quickly reviewed the contents, which fit into four categories: (1) commercial, (2) private homes, (3) condos, and (4) incomplete transactions. • I asked my manager to review this to make sure I was going in the right direction. He gave me the green light. • I finished the project in one week, and I not only organized the files but also computerized the entire process. • As a result, my manager quickly focused on completing 25% of the outstanding transactions, adding ~\$100K in the last half of the year!
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