



Step-by-step Stand Out and get hired directions:

1. Complete the *Talent and Thinking Style Assessment*[™] – this will indicate your basic thinking style and help you start to define your talents. Tabulate your scores from the *Talent and Thinking Assessment*[™] and review your top score or scores. Next, locate the grid on the *Your Primary Quadrant(s) and Four Major Talents worksheet*. If you have one score from your Assessment that is significantly higher than all others, identify the particular quadrant of the grid in which you belong. If you have several scores that are close, indicate on which side of the grid you belong. You will need this information to determine which of the sixteen talents are your primary talents.

2. Now, using the *Talent Definitions* download, review the definitions of the sixteen talents, paying particular attention to the talents listed in the area(s) of the grid in which you scored the highest. Your high scores will likely indicate your primary talents but be sure to consider all sixteen talents. Select the four talents that you feel to be your primary talents. List these four under “You – Initial Assessment” on the *Your Primary Quadrant(s) and Four Major Talents worksheet*. Then, because many times others perceive our talents better than we do, check with two others who know you well. Provide them with the list of sixteen talents and have each of them identify what they believe are your four primary talents. From your initial input and their input, now define your final four talents. List these in the “You- Final” section of the worksheet.

3. Now you have four of your fundamental strengths or talents. Review the *Talents by Role* – a list of jobs that rely on specific talents to be successful. Develop other ideas. These are areas of work that should both be of great interest and in which you feel capable. Be sure to identify those jobs that need and use your talents and strengths – these are jobs in which you are a good fit.

4. Next, create a talent-based resume. Using the download example provided, start your resume with your four primary talents and what they show about you and how you add value. **Be sure that these make sense for the role for which you are applying.** Once your talents are listed, provide key skills and ultimately work experience, formal education and any awards. This provides a more significant image of you than the outdated skills and experience resume. *NOTE: the goal of this is to get you noticed by employers – by showing how you are a good fit into a role. Not all employers know how to use talent-based resumes so consider telling the employer about your talent-based resume with a powerful cover letter and include the definitions of the sixteen talents. This will show the perspective employer that you have done you work and know what will make someone successful in their job.* I have included a couple of cover letter ideas in the *Talent-based Resume* download.

Good luck and remember to do what you can to STAND OUT. Always show that you are the right person for the job in how your talents match the needs of the job.