**Know Yourself!**

* Step One
	+ Brainstorm and make a list of all your strengths
* Step Two
	+ Make a list of what skills you have acquired
* Step Three
	+ Pick your top three to four strengths and skills and list examples of each
* Step Four
	+ What have you been commended for in previous jobs and what positive statements have your boss, co-workers, and customers said about you?