

Using Your Strengths to Achieve Success: Arranger

You can organize and have complementary flexibility. You like to figure out how all the pieces and resources can be arranged for maximum productivity. Your talent is valuable because it helps you keep looking for the right combinations of people and resources to complete projects successfully.



CAREER SERVICES

Applying to Academics

General Academic Life

- Note all assignments, tests, and appointments on a calendar. Use your planner to coordinate your personal and academic activities.
- Read all directions prior to taking tests. Allot appropriate time to each section of the examination.
- Be prepared to stop working on a current project and begin a new one in case the situation changes.

Study Techniques

- Prioritize your studies. Identify the most important tasks based on deadlines, percentage of final grade, and difficulty. Balance your workload.
- Underline, highlight, and take notes in the margins of books. Summarize main ideas.

Relationships

- Recognize that you can change your personal agenda to meet others' demands. Ponder how you adjust your living and working environment to help others reach their goals.

Extracurricular Activities

- Orchestrate your study time so that extracurricular activities can fit into your schedule.
- Coordinate routine activities, special events, trips, parties, and projects for your teammates.

Applying to Major/Career Path

- Talk to planners, travel agents, human resource directors, city managers, or case work supervisors. Ask them what they enjoy most about their daily work.

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CAREER SERVICES

Apply to Job Search

In the Job Search

- Your arranger helps you have an organized search process (contact lists, resume status, etc.). At the same time, you adapt to happenstance. You anticipate tasks and things that will streamline your job search.
- Search for careers that involve putting pieces of information together (i.e. into a plan, document, etc.) or putting people in positions to increase productivity. A compatible work environment may have constant adjustment and change.
- Tips: Make sure you don't spend all your time arranging the best way to conduct a job search. Eventually, you have to act.

In the Interview

- You can highlight organizational skills and insight how to best improve a project or task through different combinations of people, resources, or creative ideas.
- In the job interviews you have "tools" at the ready (resume versions, cover letters, references). You are good at answering behavioral questions where you can talk about being less rigid, making work flow, and creating efficiencies.

- Tips: Consider doing a mock interview to give opportunity to brainstorm answers to interview questions. The more consideration that goes into potential employer questions, the more you can put all the pieces together into a thoughtful answer.

Apply to Careers

In the New Position

- Your arranger will allow you to plan your day to use every opportunity to meet your new colleagues while doing your job well.
- Remember to use this to your advantage to have small informational exchanged to discover your best partners or allies within the organization exchanges.