

Profational writing sample



Professional Writing: Introduction to Human Resource Management 28th, January, Professional Writing: Introduction to Human Resource Management

1) Review the reports provided very carefully and explain what you feel are your greatest strengths, skills, and traits that you can leverage for career success.

Understanding one's strengths, skill, and traits is very important in making sound career choices. Moreover, having the appropriate skills and personality ensures that one can make use of little thoughts to accomplish much. The qualifications a person possesses are crucial in determining the level of competence hence success. After undertaking the Personality Test, Interests Test, Skills Test, and Values Test, I obtained reports that depicted my greatest strengths, skills and traits that I can leverage for career success. My greatest strength included good communication skills, confident, enthusiasm, god time management, organized, delegation, and a good team player. The above strengths enable me to develop results focused plans, multitask, communicate and listen, make sound decisions firs, delegate tasks, help other when they need me, and have a positive outlook.

The traits that were identified and appeared relevant to my career choice include critical thinking, approachable, credibility, results oriented, and persuasiveness. The above traits have always enabled me relate appropriately with people from diverse groups and with varying opinions. From the reports I got, I realized I possess skills such as supervisory skills since I can manage others in a group. Other skills included ability to lead and motivate others, good analytical skills and ability to plan. A combination of the above skills, strength, and traits suggested that I would fit in careers that require me to deal with people, one of which is being a human resource

manager.

2) Given the career goals you hope to achieve by completing your degree, which of these categories would you find most helpful in gaining the knowledge that would be most useful to your future career success? Explain why and how in as much detail as possible

After completing my degree my goal is to become a human resource manager and I will be required to conduct activities covered in this course and include Strategic HR Management, creating Equal Employment Opportunity, Staffing, Talent Management and Development, Total Rewards, Risk Management and Worker Protection, and Employee as well as Labor Relations. From the above activities, the most helpful to my career as a human resource manager is strategic human resource management.

Strategic human resource management (SHRM) entails creating a link between overall strategic aims of an organization and the human resource strategy as well as implementation of the strategies. Therefore, SHRM is universal and enables human resource managers (HRM) to examine the policies and all practices of management of an organization. Therefore, SHRM incorporates most of the activities of the HRM for effectiveness in organizational management. By understanding the concepts of SHRM, a HRM can function appropriately and be able to make strategic decisions that ensure that the relationship between organization and the employees is enhanced. This enhances effectiveness in the other HR activities.

3) Your career success really begins with what your definition of a successful career is. In a paragraph or two explain what career success means to you. In other words, when you retire how will you know whether you have been successful?

Being successful in a career entail understanding what success is. My definition of a successful career is that which enables me to improve my life, that of others, and make positive change in the society. Successful career is a journey, comprising of different interconnected steps with small achievements that add up to form a successful career. The small achievements at each step are important and part of success. Therefore, success takes different definitions depending on the stage and the preset goals. However, during my retirement day, I will consider myself successful if I will have achieved my goals in good time and learnt from any failures that I may come across. I will be satisfied and if I will have accomplished my goals by managing to overcome the obstacles in my career path. Moreover, I should have managed to balance my personal, professional, and financial goals. By accomplishing these goals, I must have made some positive changes in the society and in my field of career.