



Identify Personal Qualities

Career Center: Decide it. Experience it. Live it.

This exercise is designed to help you identify qualities and traits you possess. This task will be useful for describing yourself to employers in interviews and cover letters.

- Instructions:**
- 1) Place a check mark next to each word you feel describes you.
 - 2) Review the items you have checked and circle the 10 words that best describe you.
 - 3) Review these 10 items and prioritize them (1 as most descriptive, 10 as least descriptive).

_____ accommodating
 _____ accurate
 _____ adaptable
 _____ adventurous
 _____ ambitious
 _____ analytical
 _____ appreciate diversity
 _____ appreciate feedback
 _____ approachable
 _____ articulate
 _____ assertive
 _____ authentic
 _____ autonomous
 _____ calm under pressure
 _____ candid
 _____ cautious
 _____ cheerful
 _____ collaborative
 _____ compassionate
 _____ committed to integrity
 _____ competitive
 _____ confident
 _____ congenial
 _____ conscientious
 _____ conservative
 _____ considerate
 _____ consistent
 _____ cooperative
 _____ cost-conscious
 _____ creative
 _____ curious
 _____ decisive
 _____ dedicated
 _____ dependable
 _____ detail-oriented
 _____ determined
 _____ diplomatic
 _____ disciplined
 _____ discreet
 _____ driven
 _____ dynamic
 _____ eager

_____ efficient
 _____ empathetic
 _____ energetic
 _____ enjoy challenges
 _____ enthusiastic
 _____ entrepreneurial
 _____ ethical
 _____ fair
 _____ flexible
 _____ friendly
 _____ generous
 _____ goal-oriented
 _____ hard-working
 _____ helpful
 _____ honest
 _____ imaginative
 _____ inclusive
 _____ independent
 _____ industrious
 _____ influential
 _____ innovative
 _____ intelligent
 _____ intuitive
 _____ inquisitive
 _____ level-headed
 _____ loyal
 _____ mature
 _____ methodical
 _____ observant
 _____ open-minded
 _____ optimistic
 _____ organized
 _____ outgoing
 _____ passionate
 _____ patient
 _____ perceptive
 _____ persistent
 _____ personable
 _____ persuasive
 _____ pleasant
 _____ poised
 _____ polite

_____ possess a good sense of humor
 _____ possess common sense
 _____ practical
 _____ precise
 _____ process-oriented
 _____ productive
 _____ professional
 _____ punctual
 _____ a quick learner
 _____ rational
 _____ reliable
 _____ resourceful
 _____ realistic
 _____ resilient
 _____ respectful
 _____ results-oriented
 _____ responsible
 _____ responsive
 _____ seek challenges
 _____ self-aware
 _____ self-motivated
 _____ self-sufficient
 _____ self-reliant
 _____ sincere
 _____ spontaneous
 _____ tactful
 _____ take direction well
 _____ take initiative
 _____ team-oriented
 _____ tenacious
 _____ thoughtful
 _____ thorough
 _____ tolerant
 _____ trustworthy
 _____ values-oriented
 _____ versatile
 _____ visionary
 _____ willing to take risks