



# Identify Your Personal Qualities

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 narrow your list to the 10 words that best describe you.
  - 3) Review these 10 items and prioritize them (1 as most descriptive, 10 as least descriptive).

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> accommodating          | <input type="checkbox"/> eager            | <input type="checkbox"/> poised                        |
| <input type="checkbox"/> accurate               | <input type="checkbox"/> efficient        | <input type="checkbox"/> polite                        |
| <input type="checkbox"/> adaptable              | <input type="checkbox"/> empathetic       | <input type="checkbox"/> possess a good sense of humor |
| <input type="checkbox"/> adventurous            | <input type="checkbox"/> energetic        | <input type="checkbox"/> possess common sense          |
| <input type="checkbox"/> ambitious              | <input type="checkbox"/> enjoy challenges | <input type="checkbox"/> practical                     |
| <input type="checkbox"/> analytical             | <input type="checkbox"/> enthusiastic     | <input type="checkbox"/> precise                       |
| <input type="checkbox"/> appreciate diversity   | <input type="checkbox"/> entrepreneurial  | <input type="checkbox"/> process-oriented              |
| <input type="checkbox"/> appreciate feedback    | <input type="checkbox"/> ethical          | <input type="checkbox"/> productive                    |
| <input type="checkbox"/> approachable           | <input type="checkbox"/> fair             | <input type="checkbox"/> professional                  |
| <input type="checkbox"/> articulate             | <input type="checkbox"/> flexible         | <input type="checkbox"/> punctual                      |
| <input type="checkbox"/> assertive              | <input type="checkbox"/> friendly         | <input type="checkbox"/> a quick learner               |
| <input type="checkbox"/> authentic              | <input type="checkbox"/> generous         | <input type="checkbox"/> rational                      |
| <input type="checkbox"/> autonomous             | <input type="checkbox"/> goal-oriented    | <input type="checkbox"/> reliable                      |
| <input type="checkbox"/> calm under pressure    | <input type="checkbox"/> hard-working     | <input type="checkbox"/> resourceful                   |
| <input type="checkbox"/> candid                 | <input type="checkbox"/> helpful          | <input type="checkbox"/> realistic                     |
| <input type="checkbox"/> cautious               | <input type="checkbox"/> honest           | <input type="checkbox"/> resilient                     |
| <input type="checkbox"/> cheerful               | <input type="checkbox"/> imaginative      | <input type="checkbox"/> respectful                    |
| <input type="checkbox"/> collaborative          | <input type="checkbox"/> inclusive        | <input type="checkbox"/> results-oriented              |
| <input type="checkbox"/> compassionate          | <input type="checkbox"/> independent      | <input type="checkbox"/> responsible                   |
| <input type="checkbox"/> committed to integrity | <input type="checkbox"/> industrious      | <input type="checkbox"/> responsive                    |
| <input type="checkbox"/> competitive            | <input type="checkbox"/> influential      | <input type="checkbox"/> seek challenges               |
| <input type="checkbox"/> confident              | <input type="checkbox"/> innovative       | <input type="checkbox"/> self-aware                    |
| <input type="checkbox"/> congenial              | <input type="checkbox"/> intelligent      | <input type="checkbox"/> self-motivated                |
| <input type="checkbox"/> conscientious          | <input type="checkbox"/> intuitive        | <input type="checkbox"/> self-sufficient               |
| <input type="checkbox"/> conservative           | <input type="checkbox"/> inquisitive      | <input type="checkbox"/> self-reliant                  |
| <input type="checkbox"/> considerate            | <input type="checkbox"/> level-headed     | <input type="checkbox"/> sincere                       |
| <input type="checkbox"/> consistent             | <input type="checkbox"/> loyal            | <input type="checkbox"/> spontaneous                   |
| <input type="checkbox"/> cooperative            | <input type="checkbox"/> mature           | <input type="checkbox"/> tactful                       |
| <input type="checkbox"/> cost-conscious         | <input type="checkbox"/> methodical       | <input type="checkbox"/> take direction well           |
| <input type="checkbox"/> creative               | <input type="checkbox"/> observant        | <input type="checkbox"/> take initiative               |
| <input type="checkbox"/> curious                | <input type="checkbox"/> open-minded      | <input type="checkbox"/> team-oriented                 |
| <input type="checkbox"/> decisive               | <input type="checkbox"/> optimistic       | <input type="checkbox"/> tenacious                     |
| <input type="checkbox"/> dedicated              | <input type="checkbox"/> organized        | <input type="checkbox"/> thoughtful                    |
| <input type="checkbox"/> dependable             | <input type="checkbox"/> outgoing         | <input type="checkbox"/> thorough                      |
| <input type="checkbox"/> detail-oriented        | <input type="checkbox"/> passionate       | <input type="checkbox"/> tolerant                      |
| <input type="checkbox"/> determined             | <input type="checkbox"/> patient          | <input type="checkbox"/> trustworthy                   |
| <input type="checkbox"/> diplomatic             | <input type="checkbox"/> perceptive       | <input type="checkbox"/> values-oriented               |
| <input type="checkbox"/> disciplined            | <input type="checkbox"/> persistent       | <input type="checkbox"/> versatile                     |
| <input type="checkbox"/> discreet               | <input type="checkbox"/> personable       | <input type="checkbox"/> visionary                     |
| <input type="checkbox"/> driven                 | <input type="checkbox"/> persuasive       | <input type="checkbox"/> willing to take risks         |
| <input type="checkbox"/> dynamic                | <input type="checkbox"/> pleasant         |  |

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