

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