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  _____ 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  _____ ethical  _____ fair  _____ flexible  _____ friendly  _____ generous  _____ goal-oriented  _____ hard-working  _____ helpful  _____ honest  _____ imaginative  _____ inclusive  _____ independent  _____ industrious  _____ influential  _____ intelligent  _____ intuitive  _____ inquisitive  _____ level-headed  _____ loyal  _____ mature  _____ methodical  _____ observant  _____ open-minded  _____ optimistic  _____ organized  _____ outgoing  _____ patient  _____ perceptive  _____ 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  _____ 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