



Personal Skills

The following words describe work-related characteristics. Check off the ones that describe you best, and also add your own.

	Accurate: Careful, precise, and free from error.
	Adaptable: Able to adapt oneself to new surroundings; to make suitable change so as to fit new conditions.
	Alert: Watchful, wide awake, ready to act.
	Ambitious: Full of ambition, strong desire "to do" something.
	Amiable: Feeling and inspiring friendliness; lovable.
	Analytical: Employing analytic methods; separating things into their parts or elements.
	Articulate: Able to express oneself clearly, do not mumble.
	Assertive: Insist on one's rights or opinions.
	Attentive: To notice, pay attention to, careful attention.
	Broad-minded: Being tolerant or liberal in thought or opinion.
	Businesslike: Practical, systematic.
	Calm: Stillness, serenity, peaceful, undisturbed.
	Capable: Having the skills/ability or fitness for.
	Careful: Watchful, cautious, and concerned for.
	Competent: Adequately qualified, ability.
	Conscientious: Good moral understanding of right and wrong.
	Consistent: Constant to same principles, not changing.
	Cooperative: Work well with others.
	Dedicated: Devoted to aims or vocation.
	Dependable: May be relied on.
	Determined: To do, resolve, on a course of action.
	Efficient: Competent, capable, and able to get results.
	Energetic: Active, full of life, vigorous, an energetic worker.
	Enterprising: Strong interest, great eagerness.
	Flexible: Manageable, adaptable, and versatile.
	Hardworking: Done with energy, industrious.
	Honest: Not lying, cheating or stealing, sincere.

	Independent: Ability to work on your own without being constantly supervised.
	Industrious: Hardworking, diligent.
	Innovative: Make changes, introduction of something new.
	Motivated: The inner reason for any act; as, hunger might be the motive for working.
	Optimistic: View that good prevails over evil.
	Organized: Place things in working order.
	Patient: Calm.
	People-oriented: Enjoy working/being with people.
	Persevering: Steadfast pursuit to an aim, refusal to give up; continued effort.
	Practical: Inclined or suited to useful action, rather than speculation.
	Productive: Tending to produce.
	Realistic: Practical views/policy, truth/detail, presenting people/scenes as they are.
	Reliable: Dependable.
	Resourceful: Ability to supply what is needed, quick wit.
	Responsible: Capable of rational conduct, trustworthy.
	Versatile: Turning easily or readily from occupation/job to another, changeable.