Assess Personal Qualities

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Use this exercise to help you identify qualities and traits you possess that you may use 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).

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  enthusiastic
enjoy challenges  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 good sense of humor  possess common sense
practical  precise  process-oriented  productive  professional
punctual  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

Resource: www.sc.edu/career