

Personal Traits and Qualities

Identifying your personal traits and qualities is not only helpful in focusing your career search, but can also be helpful as a marketing tool during interviews. Your personal traits and qualities are developed in childhood and through life experiences. To learn more about them, consider feedback from friends and co-workers, evaluations from managers, and various experiences from throughout your life.

Circle the traits and qualities that fit you.

Attitude

positive
action oriented
straightforward
open minded
realistic
objective
caring
imaginative
other _____

Personal Style

assertive
motivated
energetic
independent
responsible
persevering
flexible
calm
other _____

Interpersonal Style

humorous
tactful
adventurous
enthusiastic
cooperative
competitive
other _____

Work Habits

efficient
dependable
resourceful
detail oriented
take initiative
decisive
risk taker
other _____

Choose five of the traits and qualities that are most representative of you and give a specific example of how you developed or experienced each of them.

Trait	Example
1. _____	_____ _____
2. _____	_____ _____
3. _____	_____ _____
4. _____	_____ _____
5. _____	_____ _____

