

Personal Qualities Worksheet

Directions: Rate yourself on each of the personal qualities listed below by using a scale of high, average, or low (H, A, or L). For example, if you think you have a high degree of dependability, write H in the space to the right of *Dependability*. Be sure to list other qualities or traits that are important for success in your targeted career. As you prepare your resume and prepare to interview well, you should be able to prove that you possess these traits by giving examples of how you have used them successfully. At the end of the form, write at least five brief, positive examples of how you have used these qualities or traits.

Personal Qualities	Rating (H, A, L)
1. Initiative/Resourcefulness/Motivation	_____
2. Dependability	_____
3. Punctuality	_____
4. Flexibility	_____
5. Creativity	_____
6. Patience	_____
7. Perseverance	_____
8. Humor	_____
9. Diplomacy	_____
10. Intelligence	_____
11. High energy level	_____
12. Ability to work well with a team	_____
13. Ability to set and achieve goals	_____
14. Ability to plan, organize, prioritize work	_____
15. Outgoing personality	_____
16. Ability to handle conflict	_____
17. Optimistic attitude	_____
18. Realistic attitude	_____
19. Enthusiastic attitude	_____
20. Willingness to work	_____
21. Orderliness of work	_____
22. Attention to detail	_____
23. Ability to manage time well	_____
24. Honesty and integrity	_____
25. Ability to multitask	_____

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